

CV WRITING WORKSHOP

14 April 2023

20:00

RESUME

PROFESIONALE SUMMARY

Profiel

Ervaring



BNOhub

www.bnohub.com

Font 字體總類

用字體 **Sans Serif**, 留意唔係 **Serif**

- 無彎尾/突尾個 **d** 字體

→ 較易閱讀



Times New Roman **X**

Calibri **✓**

Arial **✓**

Personal Particulars 個人資料



- 姓名 Name
- 英國地址 UK address (Postcode e.g. L18)
- 聯絡方法 Contact details
- 其他有關資料 Other relevancies
- ~~出生日期 DOB~~



1. Wu Man Lui, Lucy
2. Man Lui Wu
3. Man Lui Wu, Lucy
4. Lucy Wu ←

- 先名
(有英文名就只寫英文名)
- 後姓

CV 履歷

- 直接寫喺你個名隔離（格式：英文名、姓-最佳描述你履歷既標題）

例子 Charlotte Chan – Marketing Professional

Helen Yu – Construction Professional

Maisy Wong – Administrative Professional

Example:

Michael Tang – Marketing Professional

L18 Resident

Phone: 0151 676 2889 | Mobile: 07485 072 328 | E-mail: michaeltang@gmail.com

Own Transport, Full UK Driving License, BNO Status Right to Abode and Work in the UK|

- 電話號碼
-由0開始，唔需要
加+44, 4個數字；空
格； 3個數字；空
格； 3個數字

Layout and Design 版面與設計



PROFILE

Sales Maestro with more than 10 years experience in retail environments. Recognized for my ability to close deals, provide excellent customer service, and generate cold hard cash. Hire me to boost your company and get the job done.

CONTACT

PHONE:
678-555-0103

EMAIL:
TheHamMan@hotmail.com

HOBBIES

Jiu-jitsu
Philosophy



HAM DUGO
HAM DUGO

Sales Associate

EDUCATION

University of Phoenix – Tempe, AZ
Graduated 2008
AS in Business Administration
President of Jiu-jitsu Club

WORK EXPERIENCE

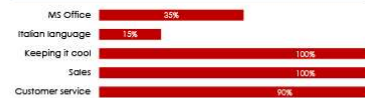
Walmart Sales Associate 2015–Present

- Help like 50 customers per day by answering questions and helping them find products
- Recommended advanced merchandise display techniques to management, which were implemented and resulted in better sales
- Close roughly \$500 in sales every week
- Named "Employee of the Month" 4 separate times

ZARA Sales Associate 2008–2015

- Stocked and organized inventory with accuracy and efficiency
- Personally broke state-wide records for the number of bootcut jeans sold
- On average, sold more than \$1,500 in merchandise each week
- Once convinced a Chechen businessman to buy our entire collection of button up shirts

SKILLS



VS

Robert Williams

Product Engineer

London, UK
+44 1632 960056
robert.williams@visualcv.com

Personal Statement

Industry expert in Structural Engineering with excellent understanding of Drilling and Exploration techniques, Geology, and mechanical equipment used in underground and open pit mining operations. Safety focused with analytical approach to using numerical simulations to predict the behaviour of underground excavations.

- Comprehensive knowledge of Finite Element Analysis techniques using a variety of software, as well as strong math and physics skills.
- Ensure smooth business operations by following projects from conceptualizing phase to completion, including system design, incorporation of customer needs, and technical support.

Work experience

Fea Engineer

2000 - 2008

POWERTRAIN (FORMER INDUSTRIES INC.)

Developed structural finite element analysis (FEA) simulations and design optimizations. Managed file translations and drawings updates. Participated in product design on Honda projects. Developed solutions for FEA problems using variety of software applications. Organized structural FEA procedures for Ford flex plate group. Technical expert in stamping, mechanical, CAD and FEA issues. Developed new technologies in order to produce better, safer and less expensive products. Technical counselor on highly technical issues for the plants.

Accomplishments:

- Helped with CAD and FEA quoting for a stamped valve cover for Company resulting in project work of over \$1M.
- Saved over \$200K in tooling rework through numerical simulations.
- Created FEA simulations in the prototype phase and saved \$70K.

Product Engineer

1995 - 2000

PRODUCTS – CITY, STATE

Developed structural FEA simulations and design optimizations. Worked on-site in Detroit with Jeep Truck Engineering Group on Chrysler KJ 2002 program product design. (brought in jobs for the Company in value of over \$1M). Product Engineer tasked to follow up on a new product from its inception, going through subsequent CAD modifications, FEA simulations, to completion as a final product on the plant floor. Updated production plants with any changes for a specific product.

Accomplishments:

- Secured over \$1M in project work for the company.

Education

Bachelor of Science, Mechanical Engineering
University

Open Cast Mining and Quarrying – CESECO
Mining School

Layout and Design 版面與設計



✓ 黑色/深灰色 **Black/Dark Grey Sans Serif** 字體

✓ 白色背景 **Plain white background**

✓ 最頂用一條線分隔 **Only use one line to separate your particulars at the top**

✓ 分段只用大階標題 **Capitlised underlined titles**

✗ 彩色背景 **Colour-themed backgrounds**

✗ 表格 **Tables**

✗ 圖片 **Images**

✗ 文字方塊 **Text Boxes**

1. 簡單、清晰、易睇
Simple & Clear

2. ATS適用
-搵keywords



Personal Statement 個人簡介



- 放喺第一頁你個人資料既下面，黑色線既下面
- 簡而精：1-3句句，1-3行
- 唔好用太多“**filler words**”或太多形容詞：



“Motivated, organised, adaptable, quick-learner, responsible, team-player”

→ 通常一個形容詞係同你一個技能有關
有證明到既技能/經驗及個人性格特質

1 adjective per proven
skill/personal quality

例子：**For an office-based professional**

Competent Sales or Accounts Manager / Administration Clerk / Sales Agent / Data Inputter / Systems Analyst with proven (acquisition, sales, productivity, WPM, product or system improvement) success record.

Diligent in approach with a solution-focused and positive mindset.

Qualifications 資歷



25y
1 year experience



38y
10 year experience

- 如果25歲岩岩畢業，擺學歷喺個人資料下面
- 如果較年長有職場經驗，擺學歷/證書喺最後

其他資歷/技能，
放喺學歷下
e.g. First Aid

Working Experience 工作經驗



- **由近至舊 Reverse chronological order**

-但有例外情況 **The exception**

例子.

本身你係香港做會計, 但黎左英國之後做倉. 咁樣你應該:
將最相關既工作經驗放最上 (**most relevant**)
將最近既工作經驗放最下 (**most recent**)



- **同一格式 Same Format**

-清晰標題、日期、空格

Clear titles, dates and spacings



Working Experience 工作經驗

- Name of the company 公司名

Hyphen then what the business is or does in brackets 括號寫低該公司係咩公司

- Dates worked there 於該公司工作日期
- Role or position underneath 擔任崗位或職位

WORK EXPERIENCE

FGJ Services Limited – (Business Consultancy)
Role: Communications & Partnerships Manager

Jan 2018 – Present

A copywriting and business development role in which I was responsible for editorial content for printed and digital publications, alongside generating new business and partnerships.

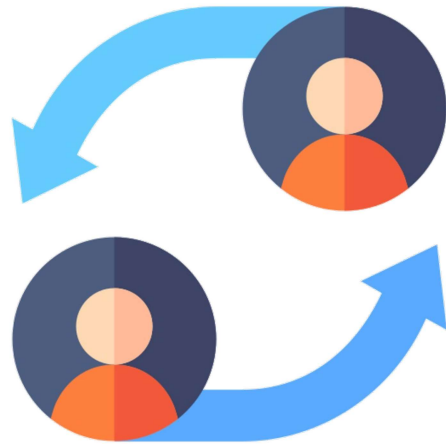
Highlighted Achievements:

- Wrote national publication articles and content for clients
- Coordinated author publicity tours with record breaking sales
- Designed a commercial blueprint for a niche publishing client
- Initiated and managed partnerships between international clients
- Created 3 new revenue streams for the company worth 100k p/a

-用1至2句句去描述該工作，再列點你既職責及成就
-儘量match番job description所用既字眼

Reference 推薦人

- **Name of the person** 人名（跟英文名+姓）
 - **Name of the company** 公司名
 - **Role or position** 擔任崗位或職位
- **Contact** 聯絡方法（公司**Company Email**, 電話**Tel**）



✓ 直接放嘢CV

（請確保事前已諮詢過你既推薦人）

✗ 唔好寫 **available on request**
→ 因為會拖慢成個進度



Checklist 檢查清單



✔ **Proofread**-串字、文法、用字

✔ **Visual inspection**

- 字體**Sans serif**、空間分隔、**Spacing**標題空格分隔格式係唔係一致

✔ 核對個人資料係唔係正確，有無跟**UK**格式

✔ 檢查主要內容，有無使用**job description**中用到既字眼/提及所需既技能

✔ 技能中，有無加入 **Microsoft Office competence** (識既話)

✔ 其他資歷/技能，放喺學歷下

例如：**any additional languages** 語言, **vocational qualifications** 職業資歷, or **advanced skills** 進階技能 such as **martial arts** 功夫, **sport abilities / medals** 運動獎項, **drama or culinary skills** if certified or demonstrable.