



「我們通常只花約20秒去審閱一份履歷表，從而決定應徵者能否獲得面試機會。」凱譽香港有限公司高級人力資源及發展部主任區明嘉表示：「因此，履歷表顯然應用來推銷自己和吸引僱主。」

透過總商會的「商校交流計劃」，區女士在2月28日向300名真光女書院的中四、五生，分享一些撰寫履歷表及求職信的秘訣，確保她們能順利獲得面試機會。

今年是凱譽香港有限公司首次參與「商校交流計劃」，並將與該校舉辦五次活動。是次講座為第二輪

活動，旨在讓學生對商業世界了解更多。

四名學生曾於1月份應邀參與假座港麗酒店舉行的職業博覽，協助該公司向澳洲畢業生宣傳推廣。

學生符惠琳說：「這項職場影子體驗很有意義，讓我眼界大開，同時明白到良好語文能力的重要性。」

凱譽香港有限公司人力資源董事苗輝在招聘講座上，向學生介紹其公司，並告訴她們：「履歷表要言簡意賅，展示自己最好的一面。」學生其後將實踐該公司的建議，向其提交履歷表，成功應徵者將於4月獲邀參加面試。

“As students, we learn things from teachers, but when we enter the workplace, we need to apply all we have learned to our work. Adjusting to that totally different environment and utilizing those skills will be our biggest challenge.”
— Yip Yan Tong

「學生一般只是向老師學習，然而在投身社會後，則需把所有知識學以致用。如何適應截然不同的環境和善用有關技能，將是我們的最大挑戰。」
— 葉欣同



Students' Views 學生評價



“A big challenge when we start work will be the need to be proactive. It is different in school in that we just follow the teachers' instructions.”
— Yiu Kwan Ching

「初出茅廬所面對的一大挑戰是要變得積極主動，這跟我們在校園只需跟從老師指示截然不同。」

— 姚筠晴



“I learned a lot from the recruitment talk, and now understand what I should write in my CV and what I need to be aware of during an interview.”
— Cheng Ho Man

「是次招聘講座使我獲益良多，我現在明白到履歷表該寫甚麼，以及面試時要注意的事項。」

— 鄭浩汶

The Art of CV Writing

撰寫履歷表的藝術

Executives at KCS Hong Kong Limited show students there is far more to preparing a resume than meets the eye, writes **Kylie Lau**

凱譽香港有限公司高層向學生表明，準備履歷表並不如表面般簡單
本刊記者劉寶馨

“We usually spend about 20 seconds to screen a CV before deciding if the applicant should have an interview,” says Vicky Au, Senior Human Resources Officer of KCS Hong Kong Limited. “So obviously, a CV should be used to market yourself and attract employers.”

Speaking to 300 fourth and fifth form students from True Light Girls’ College on February 28, as part of the Business-Schools Partnership Programme, organized by the Chamber, she also gave a few tips for preparing CVs and a cover letter to help ensure students get through to the job interview stage.

This year marks the first time that KCS Hong Kong Ltd has participated in the Business-Schools Partnership Programme. This talk was the second of five planned activities that aim to give students more insight in to the corporate world.

In January, four students were invited to be student helpers at a career expo in the Conrad Hotel to promote KCS Hong Kong Ltd to graduates from Australia.

“This job shadowing session was a rewarding experience and it helped me broaden my horizons. It also showed me the importance of having good language skills,” said student Nicole Fu.

During the recruitment talk, Melvin Fraser, Director, Group HR, introduced KCS Hong Kong Ltd, and also told students: “Keep your CV neat and simple and show the best part of yourself.” Students will put the company’s advice into practice and submit their CVs to the company. Successful applicants will be invited in for an interview in April. ❀



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“The lack of work experience is something all students have in common, so the Business-Schools Partnership Programme provides valuable insights into how businesses operate.”

– Tam Hiu Yin

「所有學生均缺乏工作經驗，『商校交流計劃』正為我們提供了認識商業運作的寶貴機會。」

– 譚曉妍



“This workshop provided us with a lot of good interview tips, which will allow us to be better prepared for interviews, and hopefully give us more chances in our future studies and careers.”

– Lee Yim

「工作坊提供了很多實用的面試貼士，讓我們能作更好準備，可望增加將來升學及就業的機會。」

– 李艷