

升學及就業中心 Further Studies & Career Centre

Newsletter Issue 73 (July 2021)

暑假你會如何為自己職涯作出準備? Get Career-Ready this Summer?

暑假 你有什麼計劃? 有沒有想過利用這寶貴的時間去擴闊你的市場競爭力, 為職涯做好準備? 這裡有一些小貼士, 助你實現職業目標!

Any plan for your summer break? Have you ever think about to spend this valuable time to gain experiences that to expand your marketability for preparing your career path? Here are some tips for you to advance your career goals!

1. 更新你的履歷表

UPDATE YOUR CV



在你的履歷中增加並更新任何資料, 例如你最近的工作狀況、實習經驗、獎項、課外活動和新專業技能。Add and fine-tune any updates of your latest portfolio to your CV such as your recent job status, internship experience, awards, co-curricular activities and new skills represent your emerging professional.

3. 暑期實習/工作機會

FIND A SUMMER INTERNSHIP / JOB

獲得一些短期工作經驗在進入全職職場前探索不同職業是一個好方法, 如果你是應屆畢業生, 可描述這些經驗在你的履歷表上。

Gain some short-term jobs experience is a great way to explore different career options before diving into the full-time job market and putting these experience to your CV if you are the fresh-graduates.



5. 參與義工服務

START VOLUNTEERING



參與義工經驗或許可助您的履歷表令僱主另眼相看, 這體現你願意善用時間、熱情和無私奉獻的態度去貢獻社會。此外, 它可以讓你結識不同界別之人仕, 擴闊人際專業網絡。Involve volunteer experience may help your CV stand out from the crowd to reflect your passionate and selfless attitude of your time and skills to do good to the society. In addition, it allows you to meet new people and expand the professional network.

7. 聯絡我們



FIND OUR CAREER DEVELOPMENT OFFICERS

歡迎與我們的就業發展主任諮詢有關未來職業導向的建議, 並可透過及使用我們中心所提供的不同職業評估測試, 對自己認識更多。

Seek advice from our Career Development Officers for your career path and you can do the career assessment tests to

Source: <https://blog.campusgroups.com/campusgroups/2018/5/23/50-ways-for-college-students-to-maximize-summer-break>

2. 創建您的 LinkedIn 個人資料

CREATE YOUR LINKEDIN PROFILE



通過 LinkedIn 建立你個人專業網絡, 將會為你找到更切合你工作及為未來僱主保持關係, 你也可關注感興趣的公司, 看看是否有任何合適的職位更適合你。

Build your professional network via LinkedIn will be helpful for you to find a job for reaching out to your potential future employers to maintain and develop business relationships, and you can follow your interested companies to find if any openings are going to offer which is good fit for you.

4. 學習就業技能

LEARN EMPLOYABLE SKILLS



瀏覽不同的職位描述, 看看該職位需要哪些技能, 了解更多信息以幫助你更能得心應手地掌握這些技能。Look through different job descriptions and see what skills required for the position, learn more about it in order to help you master the skills more handy.

6. 健身

GET FIT



運動是生活中重要一環, 經常運動可以刺激腦細胞發展, 提高記憶力, 增加集中力和專注力, 以及舒緩壓力, 這些對你職業生涯和面試準備有相當的好處。

Doing exercise is essential part of living, regular exercise can stimulate brain cell development, improve memory retention, increase focus and concentration, as well as relieve stress, these would be benefit to your career and interview preparations.



Hung Hom Bay Campus

Location :

Room 406, PolyU Hung Hom Bay Campus

Enquiry :

3746 0193

West Kowloon Campus

Location :

Room N301, PolyU West Kowloon Campus

Enquiry :

3746 0293

🕒 Office Hour:

Monday to Friday
1:00 pm to 6:00 pm
Saturday, Sunday &
Public Holidays
Closed

✉ Email address :
fscd@cpce-polyu.edu.hk

📘 Facebook :
www.facebook.com/csaofsc



📷 Instagram :
www.instagram.com/csaofsc



🌐 Website :
www.sao.cpce-polyu.edu.hk/fscd/about.html



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CSAO 為您呈獻畢業小心意: 免費專業個人拍攝服務剪影 Snapshots@CSAO FREE Professional Photo Shooting



UPcoming EVENTS

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND
CONTINUING EDUCATION
專業及持續教育學院

CSAO
CPCE 學生事務處
Student Affairs Office

升學及就業中心
Further Studies & Career Centre

SUMMER SPECIAL - MAKE YOUR CV SHINE

SEARCHING FOR A JOB MAY BE CHALLENGING. GETTING WELL PREPARED FOR YOURSELF INTO JOB MARKET WILL BE WORTHWHILE FOR YOUR JOB HUNTING PROCESS, COME AND JOIN THE WORKSHOPS TO KNOW MORE!

Workshop I - How HR select Right Candidates?
Date: 22 July 2021 (Thursday)
Time: 4:00 pm - 5:30 pm
Delivery Mode: MS TEAMS (Re-run session)
Speaker: Ms Michelle NG (Talent Acquisition Specialist)

Workshop II - How to create your LinkedIn Profile & attract employer's attention?
Date: 26 July 2021 (Monday)
Time: 4:00 pm - 5:00 pm
Delivery Mode: MS TEAMS (Re-run session)
Speaker: Mr Ferdi MAK (Account Director LinkedIn (Hong Kong & Taiwan))

Workshop III - CV Writing Tips
Date: 29 July (Thursday)
Time: 4:00 pm - 5:00 pm
Delivery Mode: MS TEAMS
Speaker: Ms Charlotte LAM (Career Development Officer)

CAT RECORD WILL BE GRANTED FOR THOSE STUDENTS WHO ATTEND AT LEAST TWO WORKSHOPS

APPLICATION VIA CARES FOR ENQUIRIES: CHARLOTTE LAM 3746 0612

Students of full-time programmes leading to PolyU-HKCC/PolyU-SPEED awards are welcome.

HKCC CAT Eligible SPEED CAT Eligible

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Summer Term

CV X-ray and Career Advising Sessions

Learn how to present yourself in the best light

Step 1
Create your CV via CV Builder

Step 2
Send your CV
to fscd@cpce-polyu.edu.hk

Step 3
Polish your CV such as grammar check
by Technical Writer

Step 4
Make an appointment with Career Development Officer (CDO)
Our CDO will contact you for scheduling an advising session (to be conducted by phone)

Step 5
Attend the Advising Session
on CV writing tips, job searching skills and career planning advice (to be conducted by Phone / MS Teams)

Period: 2 Jul - 31 Aug 2021

Enquiries: 3746 0519 (WK) 3746 0512 (HHB)

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