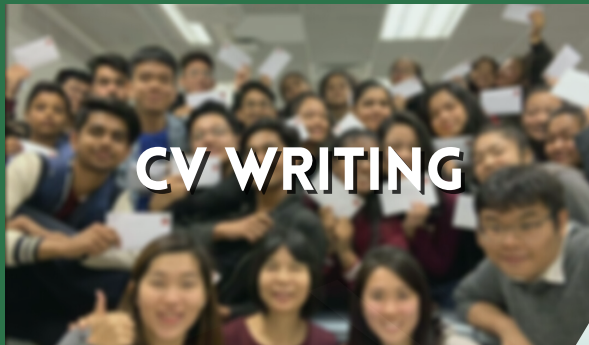


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GP DIGEST

Delia Memorial School (Glee Path)



CV WRITING



INTERVIEWS

WHAT'S INSIDE
THIS ISSUE:

HONING OUR FUTURE

WE NEED TO START TO GAIN MOTIVATION



JOB SEARCH



PORTFOLIO
PREPARATION

BONUS ARTICLE:
STUDYING
ABROAD



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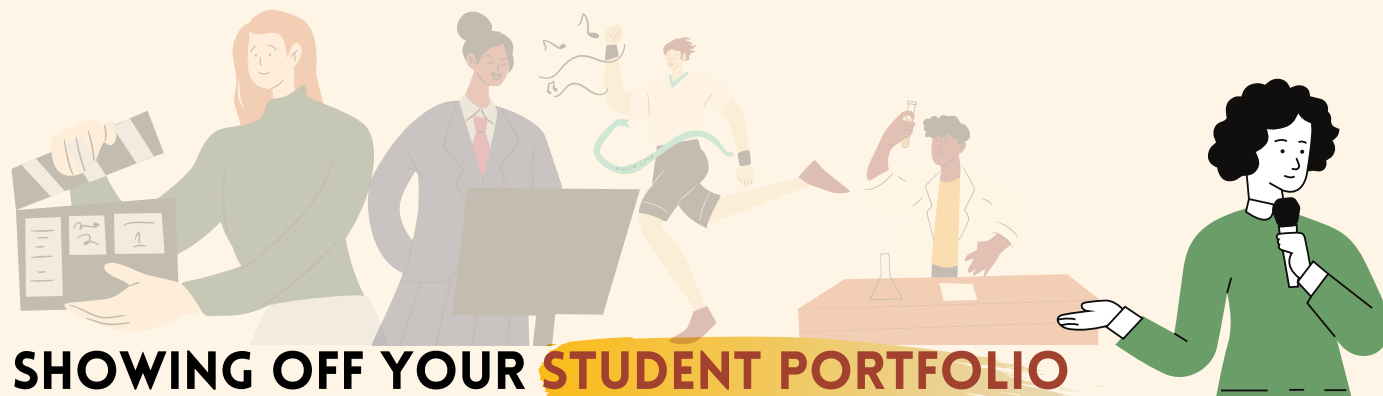
CV WRITING - A CRASH COURSE

A curriculum vitae (CV) is a written overview of the student's life (academic activities, qualifications, work experiences, volunteering, ECAs, language skills and etc). It is used as a record for the student's career in 1-2 pages for employment opportunities. When applying for a job, it is recommended to update and tidy up your CV as it is used for initial screening before you are shortlisted as a potential interview candidate.

Items to include in your CV:

- Personal Particulars (Name, Age, Address, E-mail, Contact Number, 1-2 lines of self-introduction)
- Work Experiences (including Company name, duration, the scope of work, responsibilities, and frequency)
- Education (School name, academic results, and other relevant information)
- Certificates, Achievements, and Awards
- Volunteering and ECA(s) (include some volunteering experiences and extra-curricular activities participated to show interests and talents)
- Language Proficiency (Reading, Writing, Speaking and Listening skills)

Most often, CV templates can be found in Microsoft Word and Online Sources, you are recommended to write it with a standardized font and size (12-16) with consistency and tidiness. Additionally, CVs may also be required for the application of scholarships, grants, competitions, internships, graduation jobs, or for other purposes when the other party requires a brief detail of your past experiences, education, and particulars.



SHOWING OFF YOUR STUDENT PORTFOLIO

Every student in GP has initial experiencing preparing for their own portfolio since the first day they arrive at our school. As a teacher guiding students to prepare for their portfolios, it is not surprising to hear questions on the purpose behind this task and how to make a great portfolio. The reason why we need every student to build up a habit in creating a portfolio is that we believe that portfolios are helpful for students' pursuits in their future careers and studies. Therefore, when you do not know how to start with your portfolio, you should ask yourself: what are the study tours, future careers, or colleges you are looking for? As academic results are very impersonal, the portfolio is an opportunity for you to impress the reader to know more about you and your talents within an application. So whenever you make your own portfolio, do follow the following steps to make yourself stand out from the crowd:

- Step 1: Demonstrate your strengths and weaknesses in your personal profile
- Step 2: Create your portfolio according to your personality and hobbies
- Step 3: Be brave with your choices and write your reflections as a written statement
- Step 4: Include the supporting documents to show evidence of your experiences

Although there are many items to follow to make your portfolio every year, do remember that this is the perfect opportunity to share and to show who you are.



THINKING ABOUT STUDYING ABROAD?



While a number of students have expressed interest in studying abroad, few students realize they would have to start preparing as early as Form 4. To prepare, students should pay special attention to the following:

Reflecting on your Strengths & Weaknesses

Whether you're interested in studying overseas or in Hong Kong, you should spend time considering what you are good at and passionate about. This will help guide you towards what majors and careers you might potentially be suited towards in the future. A good starting point could be to complete the 16personalities.com personality test and research your career interests on Career Explorer.

Taking Additional Tests

Many overseas universities require students to demonstrate their English proficiency through taking the IELTS or TOEFL. In addition, the majority of US universities require that students take SAT or ACT. In order to free up time for university applications in S6, you should aim to register and take these tests during S5.

Building up your Activity Profile

While it is important to consider your interests when picking activities, it is also important to have some activities that relate back to your potential major that you intend to study in university. After all, admissions officers want to see evidence that you have been actively exploring your academic interests outside of your classes. These activities need to be built up over time between S4 and S5.

Students who are interested in studying overseas should message Mr. Yannick to learn more by sending a teamwork message to "Yu Chun Hei Yannick".

IMPROVING OUR INTERVIEWEE SKILLS

How is an interview important to us?

Interviews give us an opportunity to showcase our talents, skills and passion for the positions you applied for. They could be a university program, a job or even a competitive activity. How can we stand out given the intense competition in order not to miss out on the valuable opportunities in our lives? Check this out!

Before an Interview-- research & practice!

In order to show your genuine interest in the position, you should always research the institutions/ organizations and the program/job details beforehand. Carefully read through the relevant materials and information listed on the website and make notes on them. After that, research some common interview questions online and try to practice beforehand. Some universal questions include a self-introduction, your strengths and interests, why you would apply for this position, and sharing of your school/ life experiences. Find your friends and teachers to practice with you.

During an Interview-- Be confident & leave a good impression

Dressing up appropriately is crucial to leaving a good first impression to the interview panel. Smart casual and formal dress codes are common in interviews. Most importantly, confidence is your key to success. Believe in yourself and you will be able to shine!

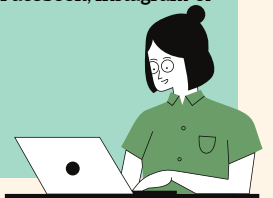
JOB SEARCHING: HOW?

After preparing your CV, you are about to start searching for job vacancies. In the old days, people look for job recruitment news in newspapers (which is theoretically still possible nowadays). Thanks to the advancement of technology, we can now access an abundance of information with just one click away. Here are some job-searching tips you can consider:

VISIT ONLINE PLATFORMS

Visit online employment platforms like the website of **Labor Department**, **JobsDB**, **Linkedin**, **Glassdoor**, **Wantedly**, etc. You can search for specific companies, jobs, or people (if you would like to take reference of others' experiences). Even on generic social media sites like **Facebook**, **Instagram** or **Twitter**, there are plenty job recruitment groups and news as well. Find these groups with a good keyword or a #hashtag!

Friendly reminder: If you are going to use social media to send out job applications, you better clean up your media profile first to ensure there is nothing that will leave potential employers with a bad impression.



USING PERSONAL CONTACTS

Your parents, relatives, teachers, and friends may also be a great resource to refer you to potential job opportunities.

COLD CONTACTS

If the company that you really want to get in does not have job advertisements yet, you can try to reach out to relevant people or companies on **Linkedin** or through email. Politely introduce yourself, and ask if there are any job vacancies for the position you're interested in. You might be surprised by the results.

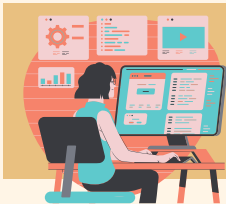
*Friendly reminder: Use a professional email and account name for job searching, **Myst3ious_Cute_Girl_4_ever_666@hotmail.com** would **NOT** lead you to any positive results in a regular workplace!*



APPLY FOR VARIOUS POSITIONS!

Even though some jobs might not be your first choice, you have to apply for them first; do not be picky or lazy!

After you receive an offer, you can then have the choice to pick. Do not screen out opportunities before you receive any offers.



BEWARE OF THE EMPLOYMENT TRAP!

Bad guys may defraud you of money \$\$\$\$ or other benefits! Be careful if they ask you to give them money before you work, or if you spot any suspicious acts, seek advice from parents, teachers, or any reliable people. You can research the company online as well.



STAY POSITIVE!

Last but not least, stay positive! Being rejected is so common nowadays; keep on going and you will finally secure a place. Good luck!

