



CV Writing and Interview Skills Workshop

By Howard Chan

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About Me

- Senior Manager (Finance and Engineering and Supply Chain)
- Seven years with Michael Page International
- Team of around 20 people across 2 offices in Hong Kong and Kowloon
- Disciplines Managed:
 - Finance
 - Engineering and Supply Chain
- Prior experience in the manufacturing and retail sector at executive level



Tell Us About Yourself!

- Name
- Specialization
- What would you like to achieve out of this workshop (in the context of CV Writing and Interview Skills)?



Agenda

- **Section One:** Preparing an Effective CV
 - Avoid the most common mistakes
 - Feedback on CV's
- **Section Two:** Preparing for a Successful Interview
 - Role Play and Workshop
- Q&A



Your Resume

- A personal marketing document
- Two versions – general vs job specific
- Qualifications – back up documentation
- Resume template



Preparing an Effective CV

- Format
 - Clean & Precise
- Details
 - Personal information (ie. Address, Contact numbers, email)
 - Education Background
 - Major, GPA
 - Awards/Achievements
 - Academic Achievements, Social awards (eg. Duke of Edinburgh)



Preparing an Effective CV (Continued)

- Details
 - Extra curricular activities
 - Volunteer work, Sports affiliates
 - Internship/summer job experience
 - Practical work experience
 - Hobbies/interests
 - Computer skills
 - Language skills
 - Career Goal



Example of a Michael Page Resume

PERSONAL DETAILS

Name	Wendy Yeung
Date of Birth	20 th January 1968
Marital Status	Married
Gender	Female
Nationality	British National Overseas (Hong Kong)
Residence	Flat H 10/F Block 43 City One, Shatin New Territories, Hong Kong H: 2345 6789 W: 2468 1357 M: 9876 5632
Education	Bachelor of Business Major in Accounting University of Hong Kong - 1989
Professional Qualifications	Associate, Hong Kong Society of Accountants - 1994 Associate, The Association of Chartered Certified Accountants - 1993
Languages	Spoken and written: English, Cantonese, Mandarin.
Computer Skills	Excel, Word, SAP, JD Edwards, Oracle.
Most Recent Position	Financial Controller ABC Industries Ltd
Most Recent Salary	HK\$65k x 12 months + discretionary bonus of 1 to 2 months
REF:	1234

For further information about this candidate please contact Michael Page International
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 FINANCE



Example of a Michael Page Resume

WENDY YEUNG

EXPERIENCE

Jan 1993 – Current

ABC Industries, Hong Kong

Company Description

ABC Industries Ltd is a HK\$1 billion turnover industrial group with manufacturing facilities in Mainland China. The company supplies components to the automobile and waste management sectors.

Position

Financial Controller (June 1995 to present)

Responsibilities

- Reporting to the Finance Director and lead a team of 5 finance staff
- Overseeing the operations of the accounting department
- Fully responsible for all of the financial and statutory accounting for the group and its subsidiaries
- Responsible for monthly and quarterly management reporting, including presentation of results at Board level
- Conduct on-off analysis projects in areas such as variance from budget, product profitability, etc

Achievements

- Successful involvement with an acquisition of a HK\$200 million turnover business in Shanghai
- Implemented a new PC based system for forecasting and variance analysis

Position

Senior Financial Accountant (March 1993 to May 1995)

Responsibilities

- Preparation of company and subsidiary financial accounts
- Involvement in the preparation of the statutory returns
- Liaison with external auditors in order to ensure the group complies with statutory requirements

Feb 1990 – Feb 1993

Arthur Williams & Partners, Hong Kong

Company Description

Arthur Williams & Partners is a medium sized firm of chartered accountants with five partners.

Position

Trainee up to Audit Manager

Responsibilities

- Planning, controlling and reviewing audit and related tax work on three public company clients, prior to partner review
- Planning and completing accounts, audit and taxation work on a variety of private groups in industries such as manufacturing, retail and trading
- Full client liaison, including billing and cash album

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Avoid Most Common Mistakes

- List academics/experience in chronological order from present to past
- List experiences in “point-form” rather than paragraph form
- Group/consolidate relevant achievements/awards
- Select more relevant achievements/awards
- Try not to abbreviate, use full form
- Format (name, contact, education)



Listing Academics/Experience/Awards in Chronological Order

Prizes and Scholarships

99 - 00	<ul style="list-style-type: none"> • The Mrs Ngan Au Yin Kwei Scholarship
00 - 01	<ul style="list-style-type: none"> • Putonghua Award
02 - 03	<ul style="list-style-type: none"> • The Hunghom Residents Welfare Advancement Association Scholarship • The Hong Kong Awards for Young People: Silver Award • Community Service Award – Gold Award
03 - 04	<ul style="list-style-type: none"> • UK Senior Mathematical Challenge 2003 – Gold Award • Young Enterprise – Financial Award
05 - 06	<ul style="list-style-type: none"> • CPA Qualification Programme Case Analysis Competition – 1st runner up • HSBC Young Entrepreneur Awards 2005 – 2006 – 2nd Round Finalist • ACCA Job-Hunting Competition: Semi-Finalist



List in “Bullet Point”

18
17
16
15
14
13
12
11
10
9
8

PROFESSIONAL QUALIFICATION

Society of Actuaries (SOA) Examination: Exam P (2005); Exam FM (2005).

EXTRA-CURRICULAR ACTIVITIES

1. *Financial Secretary:* Have been the Financial Secretary of the Students' Union (2003-2004), and of the Society of Insurance, Financial and Actuarial Analysis (2005-2006). The major responsibility included financial budgeting, financial controlling as well as preparation of financial statement.
2. *Study Abroad:* Have studied in the University of Cambridge (UK) for a summer (2005). The subjects studied were History of Mathematics and History of Scientific Revolution. Also accepted as an exchange student and will study in the University of Toronto (Canada) from January to May, 2007.
3. *Leadership Training:* Have been admitted to the Leadership Development Programme and the Outstanding Business Student Academy organized by the university. Through various trainings, have mastered on leadership skills, interpersonal skills, communication skills and many other soft skills.



Consolidate Awards and Achievements

Academic Achievements:

2005-2006: University of Hong Kong -- Foundation Scholarship

2004-2005: HKU Worldwide Undergraduate Student Exchange Scholarship

2004-2005: University of Hong Kong -- Foundation Scholarship

2003-2004: University of Hong Kong -- Foundation Scholarship

2003-2004: University of Hong Kong -- Early Admission Scheme

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List Relevant Experiences and Achievements

Member of the HKU Cantonese Debating Team

2004-2005:

English Bible Reading of the Hong Kong Schools Speech Festival (2nd)

Chinese Public Speaking (improvised section) of the Hong Kong Schools Speech Festival (2nd)

English News Feature Presentation of the Hong Kong Schools Speech Festival (3rd)

Participant of the Youth Congress organized by Island Junior Chamber

Passed Grade 6 Piano Examination of Association Board of the Royal Schools of Music

Member of the Canta Core Choir

Confidence & Presentation Course held jointly by Heep Yunn School & Beneden School of Britain

Member of the School Symphonic Band (Trombone)

3 · 12 · 13 · 14 · 15 · 16 · 17 · 18



Try Not to Abbreviate

⊕ Extracurricular Activities

02 - 03	<ul style="list-style-type: none"> • Drama Club – Vice-President • Graduation Committee – President • Hong Kong Awards for Young People – Section Leader (Skills)
03 - 04	<ul style="list-style-type: none"> • Young Enterprise – Financial Director
04 - 05	<ul style="list-style-type: none"> • Voluntary Mooting Programme 2005 : <i>highly assessed by judge</i> • AIESEC Youth Development Programme • Joint University Model United Nations • YDC E-Challenge
05 - 06	<ul style="list-style-type: none"> • Acting Marketing Team Head – Junior Committee of Internet Professionals Association • HSBC Commercial Banking Campus Workshop • HKU Mentorship Programme 2006 • Citibank University Banking Course 2005 - 2006 • L'Oréal E-strat: Academic Challenge



Q&A and Break



Section Two: Preparing for a Successful Interview



Preparing for a Successful Interview

Do:

- Research the company and role
- Work on effective Presentation skills
- Project confidence (ie. Maintain Eye Contact, Firm Handshake)
- Know your background and achievements (provide examples)
- Prepare Own Questions

Don't:

- Be Late or have a negative attitude
- Talk from reading off the CV
- Lie or embellish the truth
- Discuss salary in the first interview



Key Soft Skills

- Strong written and verbal communication skills
- Good listener and effective negotiator
- Team player
- Time management
- Leadership
- Ability to exercise judgement and deal with ambiguity



Role Play



Debriefing



Thank You

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