



Organised by Shaw College
Student Development Programmes Committee



WORK EXPERIENCE PROGRAMME : INTENSIVE TRAINING ON CV AND COVER LETTER WRITING

Date: Oct 19 2021 (Tuesday)

Time: 6:30pm - 8:00pm

Format: Online Via Zoom

Language: English Supplemented By Cantonese

Course Fee: HK\$100

Registration Deadline: 11 October 2021

Apply Here:

<https://bit.ly/3EaoWNN>



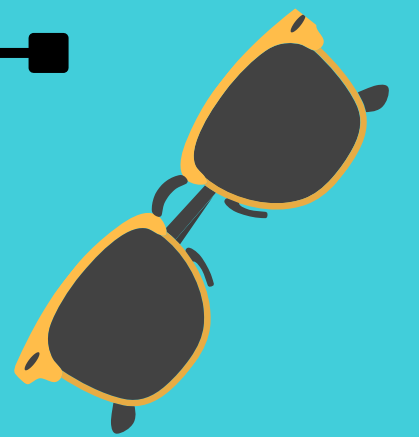
Highlights of the Workshop

1. Presentation on CV/Cover Letter Writing

- Shortlisting criteria in CV screening & important elements the recruiters are looking for
- Common mistakes in CV/ cover letter writing
- Advice to polish your CV/ cover letter formats into professional standard
- Tips to write the education, work and leadership experience in an impressive way
- Tips to write your cover letter
- Demonstration on how to improve your CV writing skills

2. CV consultations

- Tailor-made individual / small group CV consultation session based on participants' background, career goals and interests



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