



工作/升學 申請技巧講座 (入門篇)

Online Application Form

Your Personal

Name

Date of birth

Day

Month

Year

01

January

2018

Gender

Male

Female

Nationality

Unit No.

Street No.

Street

Town/City/Suburb

State

Post Code

Country

DEPLOYMENT

Yes

No

1 Communicate purpose, vision and values to employees

Yes

No

2 Communicate purpose, vision and values to customers, supplier/partners and other external parties

填申請表的二三事

申請表之重點!!

- 易讀
- 清晰
- 辨識



申請表 – 備註

- 魔鬼在細節之中!!
(例如：原子筆顏色、字型、字體、文字大小)
(建議：Calibri, 文字大小: 10-12)

- **強烈建議**
 - 用電腦打申請表
 - #就算你手字拎硬筆書法冠軍

- 英文輸入

備註 Notes:

- (a) 申請人必須就每一個申請的實習空缺填寫一份申請書。Application Form must be filled out for each Government.
- (b) 請用黑色/藍色墨水筆或原子筆，以正楷填寫申請書。 Please use black/blue ballpoint pen or fountain pen, and write in regular script.
- (c) 申請人須提供正確資料。 Please ensure that the information provided is accurate.
- (d) 申請人如未能提供所需的資料，申請書可能不獲受理。 Your application may not be accepted if you do not provide the required information.
- (e) 申請人所提供的資料，將用於與專上學生暑期實習計劃有關的招聘。 The information provided by the applicant will be used for recruitment relating to the Post-Secondary Student Summer Internship Program.
- (f) 提交申請書後，如欲更改或查詢個人資料，請與招聘部門負責人員聯絡。 After submitting the application form, please contact the subject officer of the recruiting department if you wish to make any changes or enquire about your personal information.

申請表 – 個人資料

*** 個人資料 **必須** 準確

		申請人編號 Candidate No. _____ (只供有關部門填寫 Official use only)	
申請實習空缺名稱 Title of Intern Vacancy Applied For		政策局 / 部門及組別 Bureau/Department (Division/Section)	
A部 Section A			
個人資料 Personal Particulars			
姓名 Name _____ (中文Chinese)		_____ (英文English)	
香港身分證號碼 Hong Kong Identity Card Number _____	性別 Sex	男 Male <input type="checkbox"/>	女 Female <input type="checkbox"/>
你是否香港特別行政區永久性居民? Are you a permanent resident of the Hong Kong Special Administrative Region?	是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>	
聯絡電話/流動電話* Contact telephone number /mobile phone* _____	電郵地址 E-mail address _____		
地址 Address _____			

常見盲眼位

1. 用剔定交叉
2. 姓 : Last Name, Surname
名 : First Name, Given name
3. 請用正常的電郵名稱
iloveu1314@gmail.com??
winniethepooh611@gmail.com??
angelababy@gmail.com ??
4. 地址應用詳寫，盡量不要縮寫
Floor (1/F); Block (Blk);
House (Hse); Garden (Gdn), etc

申請表 – 學歷

學歷 (按考獲資格的日期順序列出) Academic Attainment (in chronological order)			
學院/頒發機構 (例如：香港考試及評核局) Institute/Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 (日/月/年) Date Issued (DD/MM/YYYY)	學歷 (例如：香港中學文憑考試) Qualifications (e.g. Hong Kong Diploma of Secondary Education Examination)	及格科目及成績 (例如：成績等級、及格、良好、榮譽學位等級、主修、副修科目等) Subjects Passed and Level Attained (e.g. Grade, Pass, Credit, Class, Division, Major, Minor, etc.)

- 對齊 (向左)
- 留意年月日格式
- Chronological order = ascending order= 順序列出
第1份工開始寫, 寫到最近 (最近寫最後)

申請表 – 學歷(2)

學歷 (按考獲資格的日期順序列出) Academic Attainment (in chronological order)

學院/頒發機構 (例如：香港考試及評核局) Institute/Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 (日/月/年) Date Issued (DD/MM/YYYY)	學歷 (例如：香港中學文憑考試) Qualifications (e.g. Hong Kong Diploma of Secondary Education Examination)	及格科目及成績 (例如：成績等級、及格、良好、 榮譽學位等級、主修、副修科目等) Subjects Passed and Level Attained (e.g. Grade, Pass, Credit, Class, Division, Major, Minor, etc.)
Hong Kong Examinations and Assessment	(16/4/2020), 2020	Hong Kong Diploma of Secondary	All passes
Hong Kong Examinations and Assessment Authority	(16/04/2020)	Hong Kong Diploma of Secondary Education Examination	Chinese Language (3), English Language (4),

申請表 – 教育程度

教育程度 (按接受教育日期順序列出) Education (in chronological order)

曾經/現正就讀的學校、學院、大學 Schools, Colleges, Universities, etc. Attended/Attending	學系/主修學科 Faculty/Major Area of Study	課程名稱及就讀班級 Course and Year of Study	就讀日期(月/年)Date (MM/YYYY)	
			由From	至To
Chan Tai Man Secondary School	Secondary School (HKDSE)	Form 1-6	(MM/YYYY)	(MM/YYYY)
School of Continuing and Professional Studies, The Chinese University of Hong Kong	Chinese (Major)	Higher Diploma in Chinese (Year 1)	(MM/YYYY)	(MM/YYYY)

- 所有資料必須詳寫
- 就讀班級 (Year of Study)



申請表 – 其他

特別技能及知識 (例如：電腦操作) Special Skills and Knowledge (e.g. computing knowledge)

Microsoft Office (Word, Excel, PowerPoint);

Language (Cantonese, English, Korean, Japanese)

Software (Photoshop, etc)

(** related to the job description)

課外活動 (例如：學生會) (可選擇是否填寫) Extra-Curricular Activities (e.g. Student Union) (Optional)

Student Association (President – In charge of Orientation Camp)

最後檢查

- 粗體、斜體、底線、對齊



- 儲存 (PDF, print screen, JPEG)



- 請用恰當的檔案名稱
(Resume_Peter Chan, Covering Letter_Peter Chan,
Certificates_Peter Chan)

- 千萬不要影相!!!



- 留副本



Attention!

	<u>Further Studies</u>	<u>Job Recruitment</u>
	DEADLINE!!	
Step 1	Check the programme list	Check the Job duties
Step 2	Check the entrance requirements	Check the entrance requirements
Step 3	Creat Account	Apply (Online/ By post)
Step 4	Apply online	Complete all required sections and upload supporting documents
Step 5	Declare status (local status/ senior intake)	Keep updating your account (Email/ Phone call)
Step 6	Complete all required sections and upload supporting documents	
Step 7	Pay the application fee	
Step 8	Keep updating your account (Check your application status/ Interview/ Result)	

申請類型及技巧

郵寄/ 電郵

(列印後按先後次序排列及釘好)

(1. 申請信, 2. 申請表, 3. 學歷, 4. 工作證明)

網上申請

(先準備所有需要上載的檔案)

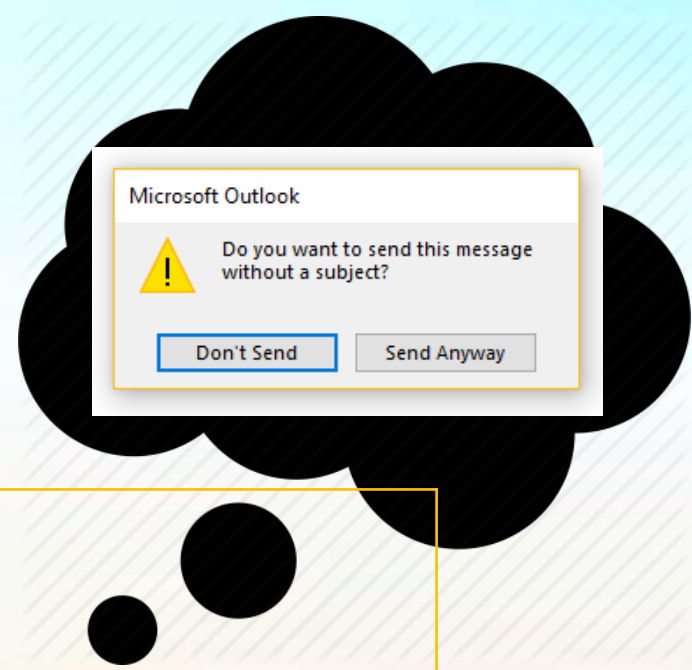
(可用以前的申請表作參考，以減打錯字的機會)

完成後可儲存在電腦的特定位置, 以作日後參考
(例如面試, 找其他工作)

求職/升學電郵 五大注意事項



一. 標題



Reply Reply All Forward
Wed 4/15/2020 11:51 AM
Holly Yuen (SCS) <hollyyuen@cuhk.edu.hk>
To SCDS

Reply Reply All Forward
Wed 4/15/2020 12:18 PM
Holly Yuen (SCS) <hollyyuen@cuhk.edu.hk>
陳小明 31122334
To SCDS

Reply Reply All Forward
Wed 4/15/2020 12:20 PM
Holly Yuen (SCS) <hollyyuen@cuhk.edu.hk>
essay
To SCDS



Reply Reply All Forward
Wed 4/15/2020 12:16 PM
Holly Yuen (SCS) <hollyyuen@cuhk.edu.hk>
有關申請環境保護處暑期實習計劃事宜
To SCDS

Reply Reply All Forward
Wed 4/15/2020 12:12 PM
Holly Yuen (SCS) <hollyyuen@cuhk.edu.hk>
Application for the Post-Secondary Summer Internship Programme 2020 - Immigration Department
To SCDS

二. 上款下款

	上款/收件人	下款/寄件人/結尾署名
已知收件人	姓氏 - 小姐/先生, Miss/Ms/Mrs/Mr 專業頭銜 - 博士/院長, Prof/Dr 職務 - 經理/主任/校長	--- 敬上 --- 敬啟 --- 謹啟 Yours Sincerely, Yours Respectfully, Best Regards, Warm Regards,
招聘電郵 部門電郵 學院電郵 學科電郵	敬啟者 Dear Sir or Madam To whom it may concern	--- 敬上 --- 敬啟 --- 謹啟 Yours Faithfully, Yours Respectfully, Best Regards, Warm Regards,



三. 目的

- 清楚列明電郵目的或查詢的問題

I'm writing this email to apply for the summer internship with the Immigration Department.

I'm writing this email to ask about the requirements for the summer internship with the Immigration Department.

I'm writing this email to find out the English language requirement of the senior intake of BSc in Computer Engineering .

I am experiencing some problems with the application system, please direct me to the right person for support.

- 一次郵件交代完整信息
- 簡明扼要
- 附件文件齊全



四. 個人資料

- 全名 (次序, 大階, 標點)
Chan Siu Ming
CHAN Siu Ming
Chan Siu Ming, James
- 學生編號/申請編號
- 申請工作編號/課程編號
- 申請職位/學科
- 聯絡方式 (電話/電郵)



五. 附件

- 附件文件的名稱

	<ul style="list-style-type: none">• picture 1• avt_322_5_std_32534863• Scan 003983311• Letter• Copy• Id• JPEG
	<ul style="list-style-type: none">• Application form (immigration department) – Chan Siu Ming• Resume – Chan Siu Ming• Covering letter – Chan Siu Ming• Copy of Student ID – Chan Siu Ming• Personal Statement – Chan Siu Ming

- 格式 - PDF/JEPG

- 電郵裡提示收件人查看附件

please see attached documents for your reference

please kindly refer to the attached documents

- 記得加入附件



常用語句



開頭問候語

Good afternoon, I hope this email finds you well.

I am writing to you regarding the position of ...

結尾問候語

I am looking forward to hearing from you soon.

Thank you for your time and consideration.

Please do not hesitate to contact me if you have further questions.



常犯錯誤



- 申請表填寫錯誤 (錯別字, 學歷順序, 申請職位空白, 欠缺簽名)
- 錯過申請最後限期
- 電郵信息含糊
- 資料不齊全 (電郵來回數次)
- 電郵名稱不合適
- 附件名稱



SCDS contact..

- 如果有任何查詢, 可透過以下方法。

Email: scds@scs.cuhk.edu.hk

Tel: 3943-9106