



## 撰寫應徵信培訓工作坊

「工欲善其事，必先利其器」，去信求職時需要預備一封誠懇的應徵信和一份完備的履歷。

「學術提升計劃組」與「學長計劃組」延續六月份舉辦的「CV 履歷撰寫培訓工作坊 (CV Writing Workshop)」，在十二月十一日星期六上午舉行了第二部份的「撰寫應徵信培訓工作坊 (Workshop on Writing of Application Letter)」。在此要特別感謝「學長計劃組」組長 Ms. Esther Chak 的統籌，學校老師 Ms. Kassel Cheung 為我們招募同學參加及準備工作坊的進行。

是次工作坊有十三位中五至中六的同學參加，並由三位舊生負責講解， Ms. Angie Lau 及 Ms. Christina Tsang 分享一些從人力資源和行政角度閱讀應徵信的經驗，Ms. Yonnie Yeung 是工作坊的主講者，她清晰詳細、圖文並茂、深入淺出的介紹撰寫應徵信的技巧及一封好的應徵信需要循著五個步驟去撰寫，突顯自己態度真誠有禮、有充足準備及對應徵工作充滿熱誠。她亦請參加的師妹們跟著該五個步驟(見後頁)去分組討論及嘗試撰寫。

在分組活動時，有「學長計劃組」三位組員(Ms, Esther Chak, Ms. Frieda Leung, Ms. Patricia Ng)及 Ms. Kassel Cheung 的協助，同學們都能認真和積極

參與「撰寫應徵信」的活動，並使討論進行得非常順利。在匯報時各組都能用流暢英語報告，在 Mrs. Bette Li 誘導及進一步提問下，各人更理解每個步驟的特點。雖然工作坊只有十三位同學參加，希望其他未能參加的同學亦可參考所提供的教材和資料作為日後撰寫應徵信之用。

工作坊後，同學們的回應很正面，她們表示很高興能參加是次工作坊，並瞭解撰寫應徵信的技巧及如何撰寫一封令人印象深刻的應徵信。同時，她們表示工作坊亦啟發了她們如何預備自己的個人學習檔案(Student Learning Profile)。

其實，我們分別舉辦兩個撰寫 CV 履歷和應徵信工作坊的目的，是希望師妹們能掌握其中的技巧，並以後無論在撰寫應徵信或個人檔案時，都要齊備準確資料、顯示態度誠懇和有遠見抱負等。

#### Five stages of writing an application letter

1. What kind of hook would you use to begin an application letter, so that it will impress the reader and get him interested in what you're going to say?
2. What kind of understanding do you have about the business field of the company whose position you are applying for?
3. What kind of understanding do you have about the company?
4. What strengths and experiences do you have to make you a suitable candidate for the job you're applying for?
5. How would you write the ending?



同學回應

Harpreet Kaur 6D

This workshop has opened my eyes for writing application letters. Never thought of such wonderful points that can be used to write the letters, e.g. all the 5 stages. Thank you for the teaching!

Cecilia Tong 6A

I was full of happiness when participating in today's Application Letter Writing Workshop. It really inspires me a lot, and it can surely help me write better application letters. If there are any more opportunities, I would like to join some similar workshops again. Thank you all for the information.

Anna Au 6B

I have learnt so much this morning. Since I am a Form 6 student and I need to write my SLP or application letter to universities, I really found today's workshop relevant to me. I learnt a lot of skills on writing application letters. I am so glad that I was given this chance to attend this workshop.

Helena Li 6B

After joining the workshop, I have learnt the Magic Power of the Written Words and I know the importance of the application letter is to make sure the employer knows my passion for the job. Also, I thank all the teachers and helpers so much for helping me a lot.

Linda Lee 6A

I learn a lot through this workshop. I believe it gives me guidelines when I write the application letter later. A big thank you must go to all the teachers.

Natalie Ngai 6A

I think the workshop is really helpful and useful for my future career. It helps me gain different skills for preparing an application letter, which I was not familiar with.

Nikki Man 6A

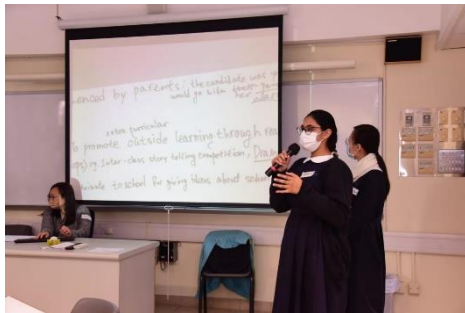
After I joined this workshop, I had a brief idea on writing an application letter. The skills I have learnt today were very useful and helpful. I am sure that these skills can help me prepare for my future pathway.



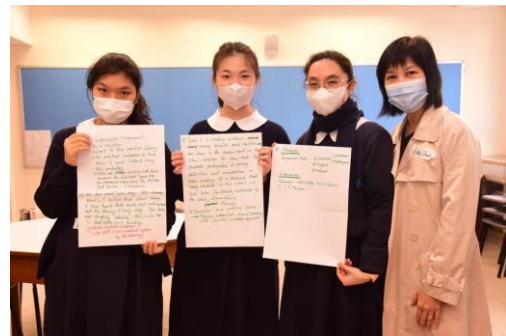
Ms. Yonnie Yeung 講解



分組討論



分組匯報



全體出席導師及同學