

《大大公司職位申請表》

1. Position Applied for 應徵職位

Position 職位： _____

2. Personal Data 個人資料

Name 姓名 _____ (English 英文) _____ (Chinese 中文)

Age 年齡 _____ Date of Birth 出生日期 _____

Tel No 電話號碼 _____ (Home 住宅) _____ (Office 公司)
_____ (Mobile Phone 手提電話 / Pager 傳呼)

Address 住址 _____

3. Employment History 工作經驗

Company 公司	Job Title 職位	Serving Period 年期	Salary 薪金
		-	
		-	
		-	

4. Education/Training Qualification 學歷/訓練

Name of School 學校名稱	From(Yr) to (Yr) 由(年)至(年)	Course/Level of Study 課程/學歷

- Completed F.5 中五畢業 _____ Year 年份
- F.6 to F.7 中六至中七 _____ Year 年份
- HKCEE _____ Sub. Passed English (Syl. A/B) _____ Grade
- HKHL _____ Sub. Passed HKAL _____ Sub. Passed

5. Special Skills 其他技能

- PC Knowledge 電腦知識 _____
- English Typing 英文打字 _____ wpm
- Chinese Typing 中文打字 _____ wpm
- Accounting 會計 LCCI: Ele Inter Higher
- Others 其他 _____

6. Languages 語言

(Spoken) 會話

	Excellent	Good	Average
Cantonese 粵語			
English 英語			
Mandarin 國語			
Japanese 日語			
Others 其他			

(Written) 書寫

	Excellent	Good	Average
Chinese 中文			
English 英文			
Japanese 日文			
Others 其他			

7. Expected Salary 要求待遇 _____

8. Availability 到職日期 _____

Signature of Applicant 申請人簽署

Date 日期

求職信 -- 例子

XX 公司人事部經理台鑒：

應徵文員助理

從 2003 年 10 月 15 日的 XX 日報得悉 貴公司招聘文員助理一職，本人對該職位甚有興趣，現特函申請。

本人具中五程度，畢業於 XX 中學。最近修讀了展翅計劃 -- 青年職前綜合訓練之「初級文員訓練課程」，透過此課程，本人已能掌握處理辦公室一般事務，並懂中英文打字，檔案編排及文件處理等工作。在課餘時間，本人曾到 XX 社區中心擔任圖書館義工，提供櫃面借書服務、文書處理等工作。本人性格開朗、熱誠、勤奮，雖然工作經驗稍淺，但對於 貴公司是項工作有濃厚興趣。倘蒙錄用，定必盡力工作，不負厚望。

現隨函附上履歷表，敬請核閱，希望 貴公司能安排面試機會。

敬祝

鈞安

申請者 林小明 敬上

二零零三年十月十六日

附件：履歷表一份

履歷表

個人資料

姓名：林小明 (LAM Siu Ming) 性別：男
出生日期：1986年6月12日
聯絡電話：23xx xxxx (住宅) / 9xxx xxxx (手提電話)
地址：XXXXX

學歷

就讀期間	學校名稱	學歷	證書
1997-2002	XX 中學	中五	畢業證書
1-3/2003	XXXX 培訓中心	展翅計劃之 「初級文員訓練課程」	結業證書

香港中學會考(2003)成績：英國語文 (課程乙) (E) 中國語文 (E)

工作經驗

工作期間	公司名稱	公司性質	職位	薪金
4-9/2003	大大有限公司	旅運	臨時文員	\$5,000

課外活動

1997- 2002：香港紅十字會團員
1999- 2001：XX 社區中心圖書館義工

語言 / 方言：能操流利廣東話，懂英語和普通話

專長 / 技術：懂電腦操作 -- 視窗 98(中文版)、Word 97、Excel 97、互聯網
打字速度：20 w.p.m.(英文)，20w.p.m.(倉頡)

興趣：繪畫、旅遊、運動

要求待遇：HK\$ 5,000 - 5,500

上班日期：可即時上班

諮詢人：何 XX 先生 — XX 中學校長 (電話：2xxx xxxx)

Flat A 11/F
Happy Building
500 Nathan Road
Yaumatei Kowloon
17 August 2000

The Personnel Manager
Wah Kong Co. Ltd.
2408 World Trade Centre
75 Harbour Road
Hong Kong

Dear Sir,

Re: Application for the post of Assistant Clerk

With reference to your advertisement in Ming Pao on 16 August 2000, I wish to apply for the captioned post.

I graduated from XX Secondary School this year with 5 passes in HKCEE including English, Chinese and Maths. I have recently completed a “Clerical Training Course” under the “Youth Pre-employment Training Programme”. From this course, I have acquired basic knowledge and skills on filing, typing, handling phone calls and general clerical duties.

I have been a volunteer as a librarian in the ABC Community Centre since 1998. This working experience has been a good chance to develop my organizing and interpersonal skills. Actually, I am a hardworking, enthusiastic and responsible person.

The enclosed resume will provide a more detailed summary of my personal particulars. I sincerely hope that you will consider my application and grant me an interview at your convenience.

Thank you very much for your kind consideration.

Yours faithfully,

LEE Siu-wai

Encl.

RESUME

Personal Details

Name : Lee Siu Wai (李小慧) Sex : F
Date of Birth : 15 August 1978
Address : Flat A, 11/F, Happy Building, 500 Nathan Road, Yaumatei, Kowloon.
Contact No. : 2123 4556 (H) 9234 5678 (M)

Education & Qualifications

Sept. 95 – Jul. 2000 : F.1 – F.5
XX Secondary School

Aug. 2000 : Hong Kong Certificate of Education Examination (2000)
Eng. (Syl.B) (E) Chin. (E) Maths. (D)

Oct. 2000 : Youth Pre-employment Training Programme --
Module II - Soft Skills & Job Search Skills Training Course
Hong Kong Confederation of Trade Unions Retraining Centre

Nov. 2000 : Youth Pre-employment Training Programme --
Module IV – Clerical Training Course
Hong Kong Confederation of Trade Unions Retraining Centre

Volunteer Experience

Jul. 1998- now : ABC Community Centre -- Librarian

Extra-Curricular Activities

Sept. 1998- 1999 : Chairperson of Volleyball Society
Sept. 1999- 2000 : Member of Arts Society

Skills

PC Knowledge : Chinese Word-processing, MS Word , MS Excel , Surf Internet
Typing : 20 w.p.m. (Chinese), 20 w.p.m. (English)
Languages : fluent Cantonese, fair English and Mandarin

Expected Salary : HK\$ 5,500 – 6,000

Availability : Immediate

Referees : Mr. Ho XX (Principal, XX School), Tel. No. 2345 5678

Flat A, 10/F,
Kwok Pong Mansion,
232 Nathan Road,
Kowloon.

21 August 1999

The Personnel Manager,
Wah Kong Co., Ltd.,
2408 World Trade Centre,
75 Harbour Road,
Hong Kong.

Dear Sir,

Re: Application for the post of Junior Clerk

With reference to your advertisement in Ming Pao on 16 August 1999, I wish to apply for the captioned post.

I am a Form 5 graduate of the Shatin Secondary School this year. Recently, I have completed the “Soft Skills and Job Search Skills Training Course” and “Clerical Training Course” organized by the Hong Kong Confederation of Trade Unions Employee Retraining Centre. From these programmes, I have acquired basic knowledge and skills on interpersonal relationship, typing and computing.

With intense interest in the field of commerce and given my relevant training in clerical work, I would like to pursue a job in your esteemed Company.

Enclosed is a copy of my resume, I would be very grateful if you could grant me an interview. Should you wish to contact me by telephone, you may call me at 2668 8777(H) or 9008 3366(M).

Thank you very much for your kind consideration.

Yours faithfully,

FONG Wing-Foo

Encl.

Flat A, 10/F,
Kwok Pong Mansion,
232 Nathan Road,
Kowloon.

21 August 1999

The Personnel Manager,
Wah Kong Co., Ltd.,
2408 World Trade Centre,
75 Harbour Road,
Hong Kong.

Dear Sir,

Application for the post of Junior Clerk

With reference to your advertisement in today's Hong Kong Standard JobMarket, I would like to apply for the post of junior clerk.

I have completed my secondary education at Shatin Secondary School this year. Recently, I have attained the "Soft Skills and Job Search Skills Training Course" and "Clerical Training Course" organized by the Hong Kong Confederation of Trade Unions Employee Retraining Centre. From these programmes, I have acquired basic knowledge and skills on interpersonal relationship, typing and computing.

Regarding my extra-curricular activities, I have rendered library service as a volunteer in a ABC Children & Youth Centre. Actually, I am hardworking, enthusiastic and responsible person.

The enclosed resume will provide a more detailed summary of my personal particulars. I sincerely hope that you will consider my application and grant me an interview at your convenience.

Thank you very much for your kind consideration.

Yours faithfully,

FONG Wing-Foo, Peter

Encl.