



CAREERS CENTRE CareNet

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SPECIAL FEATURE

Increase your competitiveness by using your winter break

CHERYL LEE
Student Counsellor

Winter Session provides a much welcomed break for students between the two heavily loaded semesters. You may choose to go away for a short overseas trip or just hang around in Hong Kong to relax yourself. If you are keen on improving your chance of

getting a good job when you graduate, here are some tips on how to make good use of the Winter Session to your benefit:

For self development

- Sharpen your existing language and computer skills.
- Review your academic work for getting a better grade in the coming semester.
- Participate in extracurricular activities or volunteer work to widen your exposure and develop your competence.
- Take up a short-term job to obtain some relevant work experience. Ask for a reference letter from your employer when you leave.
- Do a lot of readings to heighten your awareness of the current society and world development.
- Talk to a student counsellor if you are not sure about your careers plan.

For job search

To the final year students, Winter Session is a good time to review and improve your job application skills.

- Write your application letter and résumé if you have not done it.
- Get ready the attire for your job interviews. Ladies, make use of the time to practise your make-up skills.
- Do some research on industries or companies of your choice.
- Approach your former employers and your lecturers to be your referees. ■

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CareNet is published monthly by the Careers Centre, The Hong Kong University of Science & Technology, Clear Water Bay, Kowloon, Hong Kong. Comments or inquiries on editorial matters should be directed to Brian Cheng, Coordinator, CareNet. Tel: 23586685. Fax: 27199412. E-mail: SABCHENG@USTHK.UST.HK. Reproduction without permission is prohibited.

Introducing the careers counselling team

LISA HAU

Senior Student Counsellor

The Student Counselling Service plays an active role in facilitating students' personal and careers development in this University. Two teams of professional counsellors with specialized skills and background in relevant areas are there to assist you to sail through your prime years of learning and growth in HKUST.

Thus, if you need help in your job search, come to the Careers Centre – a one-stop shop with a full range of careers services operated by the careers team of the Student Counselling Service. The careers team is here to assist you to achieve careers success. Apart from careers education programmes such as the Pathfinders Job Search Camp, careers talks and workshops organized by the team, individual appointments with a counsellor are also available on a daily basis. Our work is to keep you informed of the updated employment market situations and to train you up for effective job search.

In addition, our staff at the Careers Centre counter, located at Room 4001 (lift no. 4), are most eager to lend a helping hand in answering your enquiries about applying for jobs advertised at the Centre, research on career or company information, and use of self-access learning materials on job search.

The common experience shared by most students is that there is never enough time to do all that they want or are required to do in HKUST. Time management has always been the greatest fad on campus and a proven key to success in all things. Timewise, it's a life saver if you can identify promptly whom you should turn to for assistance for a specific problem or concern at hand. Some understanding of each counsellor's specialized service area is a way to go.

Grace Law – the name you often see on job notices is the counsellor who coordinates all the job advertisements, recruitments talks and interviews and makes sure that your job

applications reach the employers in good time.

Brian Cheng – the Master of Ceremonies in most careers functions is the counsellor who takes care of the management of the resources at the Careers Centres and coordinates training programmes, activities and materials on careers education.

Cheryl Lee – the counsellor who hosts a good number of our on-campus recruitment talks and liaises closely with employers; also keeps track of the employment destinations of each year's graduates, building and maintaining the alumni advisers network to assist you in job search preparation.

Lisa Hau – the senior counsellor who is responsible for the planning and development of the placement and careers education services; also provides direct guidance services on careers exploration and decisions, training and appraisal on job application and interview performance.

Now that you know who we are and what we do. It is up to you to decide what your needs are and come to us. Our doors are always open and we just can't wait to meet more motivated job seekers who are prepared to spend the time to equip themselves to compete for better job opportunities in the working world. ■

「名」正言順

同學也許都看到我們的中文名字「競歷」了吧。自從我們在創刊號宣布徵求中文刊名以來，不少同學甚至同事都向我們提議了一些名稱。我們評比了所有作品，最後選出由學生事務處助理處長（輔導）侯許家鳳女士所提的「競歷」作為中文刊名。查「競歷」一詞除了發音與「CareNet」相近外，也寓意同學無論念書或工作都應全力以赴，好為自己在社會上積累最佳的競爭條件，立己於不敗之地。記著啊，我們的中文名字就叫「競歷」！

邁開漂亮的第一步

黃劍秋
行政事務助理

在申請工作的過程中，寫申請書是第一步，也是最重要的一步。這一步如果沒做好——也就是你的申請書「抓不住」對方的注意——你原來為申請相關空缺而規畫的路子就整條都走不下去。當然，如果你申請的公司只要求你填申請表的話，那問題就簡單多了。但實際的情況是，大多數公司都要求人們以寫信的方式申請，所以掌握寫申請書的技巧，對於謀職者來說是絕對必要的。

參考材料 不妨善加利用

要寫一封好的申請書其實說難不難，同學可以到就業輔導中心去參考一些相關的書刊、錄影帶等。中心購藏了許多有關求職技巧的參考材料，其中以教人寫申請書和簡歷的占了多數。這些材料有以一般讀者為對象的，也有以特定讀者群（如商、理、工科畢業生）為對象的。同學可依自己的需要而借閱合適的材料。由於歐美國家在相關課題上的出版物比較豐富，水平也比較高，所以中心現存的參考材料絕大多數都購自國外（特別是美國）。

有的同學會覺得看幾本書才寫一封申請書太花時間，划不來，這樣就不妨考慮中心所製作的《求職指南》單張第二和第三輯——〈如何寫申請書〉和〈如何寫簡歷〉。這兩輯《求職指南》各以三頁篇幅介紹寫申請書和簡歷的一些基本技巧，短小精悍，平時不太看參考材料的同學可不要錯過。

請注意，上面所說的全都是參考材料，同學只應「參考」而不應「拷貝」。很多人寫申請書和簡歷時都喜歡抄襲書本上的「範文」，以為這樣很「保險」，誰知卻很「危險」，一旦給用人機構發現便可能被貼上「沒有誠意」

的標籤，對申請人相當不利；而且經抄襲而成的書信，不是枯燥無味就是錯雜凌亂，無法凸顯申請人的個人風格，對方就是看了也不會有什麼印象，更別說會考慮聘用。這樣的申請書，寄了也是白寄！

指導活動 親授箇中技巧

所以，同學如果要謀職成功，第一步就應該把申請書和簡歷寫好。到中心去翻參考書是一個辦法，但同學也可以參加由中心舉辦的小組指導活動，向輔導員求教寫申請書和簡歷的技巧，而輔導員也會當場就同學所寫的申請書和簡歷給予意見，讓同學知所改善。類似的指導活動也會在一年一度的求職技巧訓練營中舉辦，不過給同學提意見的將是用人機構的代表。此外，中心的輔導員平日也會為同學個別提供就業諮詢服務，解答有關寫申請書和簡歷的種種問題，同學只要親往學生輔導服務辦事處預約時間即可。

析疑解難 「幫手」不限此處

除了中心之外，科大還有一些部門可以幫同學解決寫申請書時遇到的問題。就以參考材料來說，圖書館就擁有一些教人寫申請書和簡歷的書刊供人借閱，不啻是同學在中心以外的另一個選擇。此外，語言中心設有一個「英文寫作中心」，專門就申請書、簡歷、公文、論文等特定文體舉辦寫作班，改善同學在這幾方面的寫作技巧。有這麼多材料和服務在等著你去使用，大家下次寫申請書時還會喊難？

請記著，寫申請書是你謀職過程中最重要的一步，必須認真把它寫好；尤其在目前就業市場一片低迷之際，一封好的申請書往往會讓你在眾多對手中突圍而出，進而攻下目標——取得聘書。在這個凡事都講求包裝的年代，申請書該是你促銷自己的一張包裝紙吧？ ■

CAREERS ACTIVITIES ANNOUNCEMENT

Tentative schedule of recruitment talks

Employer	Date	Time	Venue
Grant Thornton Byrne	8 Nov 1995	2:30 p.m.	Lecture Theatre D
Hang Seng Bank Ltd	9 Nov 1995	1:15 p.m.	Lecture Theatre C
John Swire & Sons (HK) Ltd	9 Nov 1995	3:30 p.m.	Lecture Theatre C
J P Morgan & Co	16 Nov 1995	3:00 p.m.	Lecture Theatre C
HK & China Gas Co Ltd	17 Nov 1995	2:30 p.m.	Lecture Theatre A
Common Recruitment Exams	20 Nov 1995	2:30 p.m.	Lecture Theatre A
Andersen Consulting	22 Nov 1995	3:30 p.m.	Lecture Theatre D
Jardine Pacific Ltd	29 Nov 1995	2:30 p.m.	Lecture Theatre D
Marks & Spencer (HK) Ltd	30 Nov 1995	3:00 p.m.	Lecture Theatre C
Hongkong Telecom CSL Ltd	6 Dec 1995	3:00 p.m.	Lecture Theatre D

Tentative schedule of careers education activities

Activity	Date	Venue
Informal sharing session on presentation skills for job interview	7 Nov 1995	Room 4020, Academic Bldg
Luncheon on personal manner and dining etiquette	15 Nov 1995	Cafeteria, LG1
Small Group Consultation Session: Pre-interview preparation	20-24 Nov 1995	Careers Centre
Careers Talk: Recruitment aptitude test	24 Nov 1995	Lecture Theatre A

NOTE: Please watch out for our notices on the Electronic Noticeboard (folder: GRADJOBS) for the finalized dates, time and venues of the above activities.

Editor's note

The various recruitment talks held so far this year and the recently completed Civil Service Careers Exhibition were all extremely well attended with record breaking numbers. You have all shown keen interest in keeping yourself well-informed of the graduate employment opportunities available in the current market. The Careers Centre encourages you to expand your resource bank of employment information by networking your friends, former employers and our HKUST alumni. We will invite the alumni to join you for a New Year Luncheon in the coming January 27, 1996 (Saturday). Mark your diary now and look for further announcement on the registration details. Good luck in your mid-term examinations, projects, job interviews or whatever you are working on and **DON'T WORK TOO HARD!**