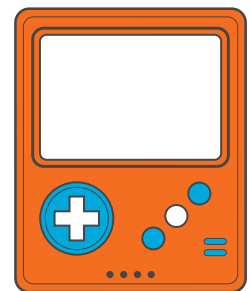
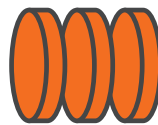
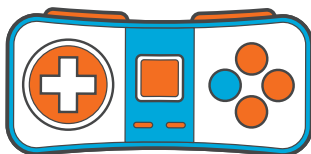
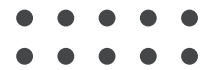
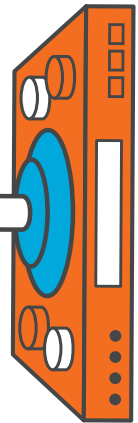


CV360[®] Toolkit

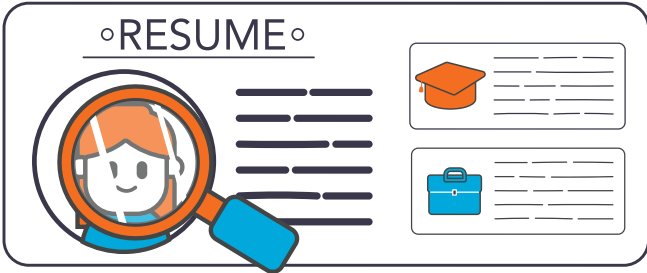


CV Consultation

CV360® is featured as the best practice example for enhancing self-understanding among youth and was acknowledged as the impactful implementation of digital tools in career education and guidance in the OECD Observatory on Digital Technologies in Career Guidance for Youth (ODiCY) in 2024.



CV360® Step-by-Step Guide



Creating a CV360® involves four steps, beginning with the easiest section, "Basic Personal Information." The final section, "Self-Introduction" serves as a summary of the entire CV. As it's easier to write after compiling the details of your career and life journey, it's recommended to complete at last. Notably, following these steps will progressively enhance your self-organising and self-understanding.

Level of Self-organising & Self-understanding: **Low**



Level of Self-organising & Self-understanding: **High**

Step 1	Step 2	Step 3	Step 4
<p>Organise personal information ✕</p> <ul style="list-style-type: none"> ✓ Basic Personal Information and Contact Details ✓ Academic / Vocational Education / Practical Training ✓ Awards <p>This is the easiest part. Inviting young people to select basic information to be recorded also facilitates the next step of reviewing paid and unpaid work experiences. Employers will also use this part to identify applicants and get a basic understanding of their relevant or specialised skills.</p>	<p>Organise personal experiences and the related V.A.S.K. ✕</p> <ul style="list-style-type: none"> ✓ Paid and unpaid work experiences ✓ Personal strengths and abilities, Values, Attitudes, Skills and Knowledge (V.A.S.K.) <p>These are the two core parts of the CV, which showcase paid and unpaid work experiences and the uncovered V.A.S.K.. This information will help employers understand the candidate's talents and suitability for the job position.</p>	<p>Organise reference and referee details ✕</p> <ul style="list-style-type: none"> ✓ Others Relevant Information ✓ Referees ✓ Recognition <p>This part to give employers more confidence in the candidate's abilities, young people should reserve enough time to invite referees who can provide a reference on their personal qualities, performance and achievements etc.</p>	<p>Organise the CV summary ✕</p> <ul style="list-style-type: none"> ✓ About me <p>This brief introduction is a summary of the entire CV. An impressive self-introduction can catch employers' attention and may lead to an interview. Key V.A.S.K., achievements from paid and unpaid work experiences, long-term and short-term career goals, and potential contribution to the company should be included in this part.</p>



Structure of CV360®



CV360® was developed from one of the CLAP@JC's core concepts – Expanded Notion of Work (ENOW). Unlike traditional CVs that solely emphasise academic qualifications and paid work experience, the CV360® framework focuses on ENOW and V.S.A.K.. This allows young people to showcase personal qualities, including V.A.S.K. gained from both paid and unpaid work experiences, in addition to academic and vocational qualifications. CV360® consists of the following nine areas:



CHAN Mei Yan

1 Self-introduction

ABOUT ME

I'm a highly motivated and persistent learner with good interpersonal skills and a genuine passion for coffee culture. My experience as an assistant barista at Mac. Inc. honed my customer service skills and deepened my understanding of coffee brewing techniques.

Completing the Barista Work Trial Scheme at the Hong Kong Coffee Institute further refined my skills and reinforced my commitment to quality. Furthermore, participating on my school's track team instilled in me the importance of focus, teamwork, and achieving goals. I'm eager to contribute my skills and sincere dedication to the coffee industry, where I can continue to refine my craft, actively listen to customer needs, and provide exceptional service with professionalism and enthusiasm.

2 Basic Personal Information and Contact Details

Contact

T: 0000 0000
E: meiyan@mail.com

Referees 8

Other Relevant Information 9



PERSONAL EXPERIENCE

Serious Leisure

September 2020 - July 2023

Track & Field Relay Athlete -10x School Representative, Regular Training

Trial Work/ Trial-Run Business

December 2024 - March 2025

Hong Kong Coffee Institute
- Barista Work Trial Scheme

Employment

June - December 2024

Assistant Barista

- Assisted in coffee brewing and serving customers



V.A.S.K.

VALUES

• Achievement

SKILLS

• Interpersonal skills

ATTITUDES

• Life-long learning

KNOWLEDGE

• Knowledge of coffee brewing



AWARDS

June 2023

Athletics Relay Association
Champion, Athletics Relay



VOCATIONAL EDUCATION / TRAINING

March 2025

Hong Kong Coffee Institute

Barista Work Trial Scheme – Certificate of Completion



RECOGNITION

S.C. Cheung, Social Worker

March 2025

Mei Yan actively participated in the Barista Work Trial Scheme. She constantly reflected and well-equipped herself. During the trial scheme, she proactively learn, showing her passion in coffee and willingness in trying. She is serious, responsible and friendly. I believe she can be a professional barista.



REFEREES

Name: Ming Cheng

Position: P.E. Teacher, HK
Secondary School

Tel: 0000 0000

Email: siuming@hkschool.com

Name: Chinyi Lee

Position: Branch Manager
Mac.Inc.,

Tel: 0000 0000

Email: mentor@mmt.com



OTHER RELEVANT INFORMATION

(Enhance this section with recent achievements, photos or details relevant to the position.)

3 Paid and Unpaid Work Experiences

4 Values, Attitudes, Skills, Knowledge

5 Awards in Recent Years

6 Academic, Vocational Education, Practical Training

7 Recognition

*This is a sample for reference, users can design their own CV layout on the CV360® platform.



Basic Personal Information and Contact Details



- Provide only essential information for identification and contact.
- Use a formal email address or create a new one for job applications with your full name (e.g. chantaiman@gmail.com).
- Indicate work-related personal information, excluding address, birth date, zodiac sign, marital status, nationality, etc.

Academic, Vocational Education & Practical Training



- List certificates, diplomas or degrees in reverse chronological order.
- Include the name of the institution, class and subject studied, admission date (month and year), graduation date (or expected graduation date), and name of the certificate (if any) with the date awarded (month and year).
- List the short courses, seminars, etc., that you have attended related to the applied position/application.

Awards

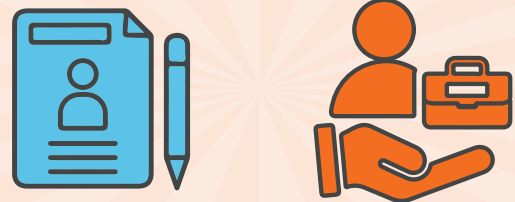


- List only relevant information related to the job application, including key achievements, scholarships, or awards. This helps show your abilities, attitude and high standards to impress potential employers.

Personal Experiences



- Show both “paid” and “unpaid” work experiences.
- For job applications, choose key experiences that prove your relevant skills; otherwise, omit less relevant ones.
- For “self-understanding” select experiences that made you feel proud, satisfied, happy or successful to review your V.A.S.K. later.
- For job applications, list all relevant experiences and minimize any unexplained gaps in your resume.
- Emphasise and list key periods, main activities, roles, responsibilities, lessons learned, and achievements from each experience.



Personal Strengths



- In V.A.S.K. session, rank the selected V.A.S.K. from 1 to 3 (1 being the most outstanding, and so on).
- For job applications, also rank the top 1 to 3 relevant V.A.S.K. in order to remind yourself of your strengths when preparing for interviews.



Recognition



Collect comments from one to two former or current employers, mentors, teachers/trainers or career counselor to showcase the applicant's abilities and suitability for the job.

Other Relevant Information



Share other information relevant to this position, such as personal achievements. The focus should be on the more recent highlights.

Referees



Invite two individuals who are prestigious and familiar with the applicant's learning or work performance as referees. One can be a former/current employer, and the other can be someone familiar with the applicant, such as a former/current supervisor, teacher/mentor/instructor, coach, social worker or counselor.



Be sure to inform and obtain consent from the referees in advance, specifying their preferred method of contact. If you are unable to find referees when sending out your resume, you can indicate on the resume 'available upon request' and then look for referees after submitting your application.

CV Formatting



Generally, use 1 to 3 types of colors for consistency.



Key text can be displayed in a larger and bold font, while other text can be shown in a smaller and normal weight.

When creating a CV, you may need to use different words. You can refer to the following list to enrich its content:



Employment Experience

Education

Skills

Summary / About me

Volunteer Experience

Qualification

Referees

Responsibilities

Duties Examples



Assist with cashier duties

Handle customer services

Liaise with business partners

Manage employee roster

Handle clerical routine

Organize activities for customers

Design promotion items

Create templates & forms

Tailor services upon customers' requests

Prepare materials & session plans

Arrange work schedules

V.A.S.K. Reference List

Values

- A comfortable life
- Ability utilization
- Aesthetics
- Concern for others
- Conformity
- Economic return
- Fairness
- Health
- Humility
- Inner harmony
- Kindness
- Loyalty
- Power
- Privacy
- Responsibility
- Security
- Self respect
- Spirituality
- Supervisory relationships
- True friendship
- Wisdom
- A world at peace
- Achievement
- Belonging
- Concern for the environment
- Creativity
- Equality
- Freedom
- Honesty
- Independence
- Interdependence
- Life style
- Personal development
- Prestige
- Relationships with co-workers
- Risk
- Self control
- Social recognition
- Stimulation
- Tradition
- Variety of work
- Working conditions

Attitudes

- Accurate
- Candid
- Comforting
- Cooperative
- Decisive
- Empathetic
- Focused
- Hardworking
- Honest
- Independent
- Inquisitive
- Loyal
- Open minded
- Patient
- Polite
- Punctual
- Self confident
- Calm
- Cheerful
- Conscientious
- Culturally sensitive
- Details oriented
- Flexible
- Friendly
- Helpful
- Humble
- Initiative
- Life long learning
- Mature
- Optimistic
- Persistent
- Positive
- Respectful
- Sincere

Skills

- Active learning skills
- Adaptability skills
- Analytical/logical thinking skills
- Complex problem solving skills
- Coordinating skills
- Creative thinking
- Innovating skills
- Judgment and decision making skills
- Leadership skills
- Management of material resources
- Mechanical skills
- Oral communication skill
- Performing skills
- Planning/organization skills
- Reading comprehension skills
- Serving skills
- Speaking
- Time management skills
- Active listening skills
- Administrative/clerical skills
- Coaching/monitoring skills
- Computer skills
- Counselling/mediation skills
- Critical thinking
- Interpersonal skills
- Language skills
- Management of financial resources
- Management of personnel resources
- Numeracy/mathematics
- Visual perceptual skill
- Persuading skills
- Practical skills
- Science skills
- Social perceptual skills
- Teaching/training skills
- Writing skills

Knowledges

- Knowledge related to Administration and Management
- Knowledge related to Building and Construction
- Knowledge related to Clerical and Electronics
- Knowledge related to Design
- Knowledge related to Education and Training
- Knowledge related to Fine Arts
- Knowledge related to Food Production
- Knowledge related to Geography
- Knowledge related to Law and Government
- Knowledge related to Mechanical
- Knowledge related to Personnel and Human Resources
- Knowledge related to Physics
- Knowledge related to Psychology
- Knowledge related to Sales and Marketing
- Knowledge related to Telecommunications
- Knowledge related to Transportation
- Knowledge developed from Domestic/Neighborhood provisioning
- Knowledge related to Biology
- Knowledge related to Chemistry
- Knowledge related to Communications and Media
- Knowledge related to Customer and Personal Service
- Knowledge related to Economics and Accounting
- Knowledge related to Engineering and Technology
- Knowledge related to First Language
- Knowledge related to Foreign Language
- Knowledge related to History and Archeology
- Knowledge related to Mathematics
- Knowledge related to Medicine and Dentistry
- Knowledge related to Philosophy and Theology
- Knowledge related to Production and Processing
- Knowledge related to Public Safety and Security
- Knowledge related to Sociology and Anthropology
- Knowledge related to Therapy and Counselling Knowledge developed from Voluntary work in organizational settings
- Knowledge developed from Serious leisure

 Name:

 Telephone:

 Email:

Applicant's Photo
(optional)

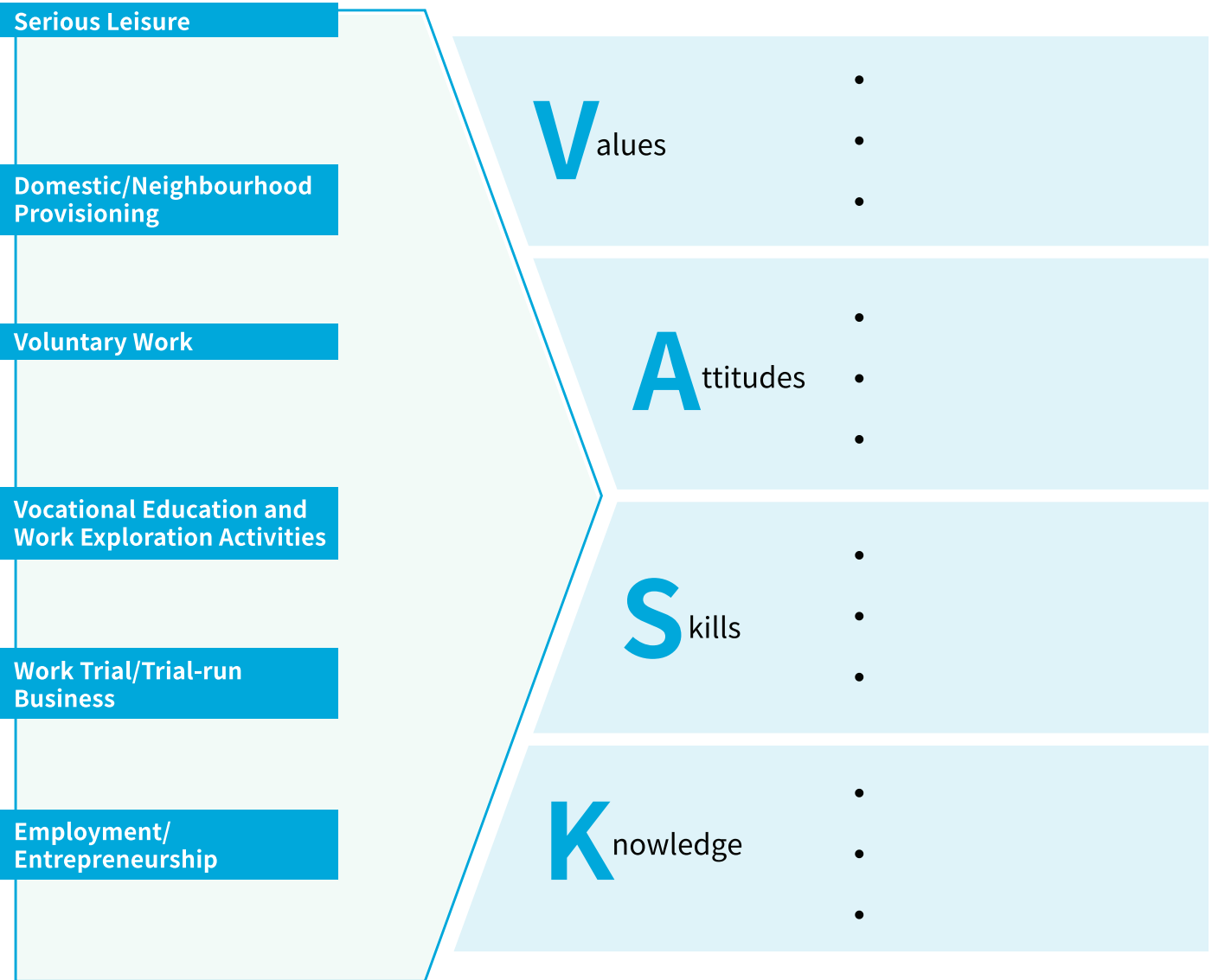
• About Me

.....

.....

• Personal Learning Experiences and the Accumulated Personal Expertise and Abilities

Paid and Unpaid Work Experiences> Skills and Abilities Acquired



• Academic/Vocational Education/Practical Training

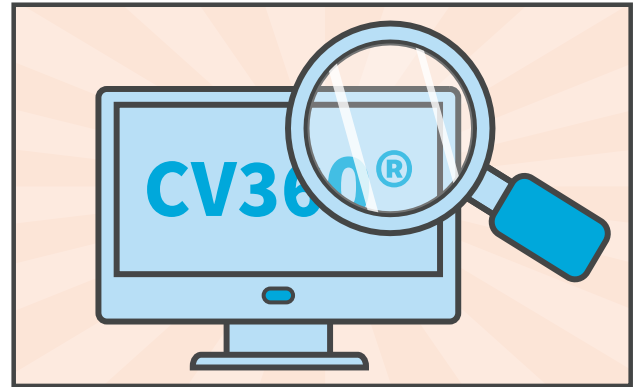
Date		Schools, Colleges and Universities Attended	Form/Year	Certificates/Diplomas/Degrees Awarded	Awarded Date
From	To				



CLAP@JC Concept Video



**CLAP@JC:
ENOW Concepts**



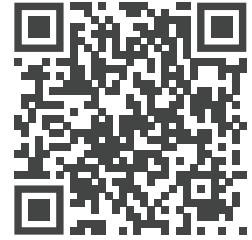
CV360® Video



**CLAP@JC:
CV360®**



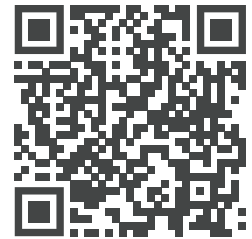
**CLAP@JC
1-Minute Tutorial
Pomato's CV Tips**



**CLAP@JC: Showcasing
Life Experiences
Beyond Academics**



**CV360® - Showcase
Your Skills!**



CV360® Guidelines & Templates



**CV360®
User Guidelines**



CV360® Template

About CLAP@JC

Funded and created by The Hong Kong Jockey Club Charities Trust, CLAP@JC was launched in 2015 which aims to support a paradigm shift of career and life development practice across education, community youth services, and the workplace to smoothen the school-to-work transition.

To uplift the industry standard, CLAP@JC has systematised this approach in creating its Hong Kong Benchmarks for Career and Life Development, which support young people from diverse backgrounds in developing the competence, agency, and aspiration to explore multiple pathways that align with their own values, attitudes, skills, and knowledge. Thus far, CLAP@JC has engaged 144 local secondary schools, 115 nonprofit youth-service units, and over 3,000 employers in its network.

Created and Funded by 策劃及捐助:



Co-created by 聯合策動:



Strategic partners 策略夥伴:



<https://clap.hk>

