Resume Writing Workshop Preparation

How Can Enterprise Advisors Help Students Prepare CVs?

A CV (Curriculum Vitae) is a crucial document for job seekers, allowing them to showcase their educational background, skills, and experiences to prospective employers. It often serves as the first impression in the job application process, making it essential for candidates to communicate their strengths and demonstrate alignment with the target role. Enterprise Advisers (EAs) are instrumental in supporting students' career development. By connecting schools with the world of work, EAs help young people gain insight into workplace expectations and enhance their job readiness. Below are practical strategies you can use to support students in developing strong CVs:

1. Help Students Identify Skills and Strengths

- Guide students to rethink: "What are you naturally good at? Which achievements highlight your capabilities?"

- Help them craft a compelling personal profile that emphasizes core competencies, such as leadership, technical expertise, or creativity.

2. Structure Skills with the VASK Framework

- Introduce the VASK model (Values, Attitudes, Skills, Knowledge) to categorize skills systematically:

  - Professional Skills (e.g., Python programming, graphic design)

  - Essential Skills (e.g., problem-solving, project management)

  - Foundational Skills (e.g., verbal communication, data analysis)

  - Reference industry-specific VASK benchmarks: https://clap.hk/job-vask/?lang=zh-hant

3. Leverage the CV360® Toolkit

- CV360® provides comprehensive resume assessments to help students optimize their CVs, ensuring they meet employer expectations and increase their job success rates.

- Through the resources and support of CLAP@JC CV360® (https://cv360.clap.hk/), EAs can effectively guide students to enhance their career competitiveness, helping them confidently advance towards their professional development.

Enterprise Advisors can refer to the following three suggestions to help students prepare more complete resumes. Additionally, before submission, they should verify the information on the resume, such as descriptions of work experience, and then review the resume from the employer's perspective:

1.   **3 Essential Items:**
    1.1. Contact Information
    1.2. All relevant experience and skills
    1.3. Indicate all dates

2.   **2 Recommended Items：**
    2.1. Consistent formatting
    2.2. Clear paragraphing

3.   **1 Optional Item:**
    3.1. Non-standard design

💡 Tools — VASK Skills and Their Application Examples

Necessary Skills	Skill Content	Examples of Using the Skill in a Workplace
Creativity	The ability to use imagination and generate new ideas	Planning an event
Problem-Solving Ability	The ability to address problems and challenges	Maintaining a can-do spirit when facing issues
Goal-Oriented	The ability to set clear and specific goals and develop effective pathways to achieve them	Learning in a specific area and obtaining a certification
Listening Skills	The ability to receive, retain, and process information or ideas	Collaborating with a team to complete a project, sharing ideas, and reaching consensus
Leadership Skills	The ability to support, encourage, and develop others to achieve common goals	Taking on a leadership role and motivating others to reach their objectives
Verbal Communication	The ability to convey information or ideas verbally	Responding to others in an organized manner during activities
Teamwork	The ability to collaborate with others to achieve shared goals	Working with a team to accomplish objectives