Manage Your Career
Get Ready at the Starting Point

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Winning A Chance

- Gaining a chance to be interviewed
  Your application letter and resume

- Preparing for the interview
  Prepare what and what to prepare

- Presenting yourself
  Presentation skill and tactics

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How to gain a chance to be interviewed?

- **Timing**
  - Send your application as soon as possible
  - Get openings information by all means
    - Newspaper, Internet, Career Center, Friends introduction, Personnel Agency
  - Don’t be lazy
- **Keep record**

> You may be disappointed if you fail, but you are doomed if you don’t try. - Beverly Sills

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Your Application Letter and Resume

- First 5 sentences of the letter and first 2 in each paragraph
- No mistake please
- Avoid too long
- Relating your strong points with the company's requirements
- In correct format
Your resume

- Never too much
- Emphasis on your technical knowledge
- Summary
- Details of your achievements, projects

Prepare for interview

- Study the company background
- Study the positions requirement
- Check with your friends and alumni
- Prepare an introductory speech
- Prepare for answering question

No opportunity is lost; the other fellow takes it. - Anon
Show Time

- Your appearance
  - Your dress, your look, be professional
- Your attitude and body language
  - be confident, voice and tone, eye and body
- Listen and read
  - Listen the question carefully
  - Read people’s body language

Presenting Yourself

- Introduce yourself with confident
  - In about 5-10 min
  - Link your strength with the job
- Answering question
  - Precisely and to the point
  - With justification and elaboration
Frequent Asked Question

- Why do you think you are suitable for the position?
- Have you got any career plan in the next few years?
- What are your strength and weakness?
- What have you learnt in the University?
- What is your favourite hobby?
- Any further question?

People to Meet

- Your technical supervisor
  - More Technical Terms
  - Problem Solving Technique
  - Work Independence
  - Willing to Learn and Accept Responsibility
People to Meet

- Supervisor’s supervisor
  - Show your technical skill
  - Chance of future development
  - Co-operation with other team-mate
  - Looking for continuous improvement

People to Meet

- Human Resources People
  - Your personal quality
  - Willingness to learn
  - Co-operation with others
  - Presentation
「找低階員工，首重他有責任心；找中階員工，看重他的上進心；找高階員工，最重要的是他要有企圖心。」

聯想電腦董事局主席柳傳志選才的祕訣。

Knowing is not enough; we must apply. Willing is not enough; we must do. - Johann von Goethe

Work is part of your program!!

仍未畢業!!
You always have choice

Attitude

Love your work

Choose a job you love and you will never have to work a day in your life. - Confucius

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Good Luck

- Today is my show
- Tomorrow is yours

Danny Luk

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