

**香港教育大學**  
**人文學院 5\*\*求職信比賽**

1) 目的

- 提升本科生撰寫求職信技巧及能力，讓同學掌握撰寫內容具體且富有說服力的求職信方法，增強表達能力與自信心。
- 展現同學的專業素養與創意，突顯個人優勢與潛力，增強職場競爭力，為未來職業生涯奠定堅實基礎。

2) 參賽資格

- 人文學院在讀全日制本科生

3) 比賽組別

1. 中文求職信組
2. 英文求職信組

4) 字數及格式

1. 字數：中文：不多於 1000 字  
英文：不多於 600 字
2. 字體大小及頁數：必須使用 Microsoft Word Font 12 字體，全文不多於一頁（A 4），行距為 1.0 或 1.5 行。
3. 格式：須包含標題、上款、主體內容、下款及日期

5.) 獎項與獎品

1. 傑出表現獎：中文及英文組別 — 港幣 800 元書券及獎狀（各 3 名）
2. 優異獎：中文及英文組別 — 港幣 500 元書券及獎狀（各 5 名）

6) 評審標準

1. 專業性與內容相關性 50%：求職信內容須符合所擬訂之應徵職位，展現相關專業技能。
2. 語言流暢度與說服力 30%：語言流暢、具說服力，有效傳達申請者之意圖。
3. 創意及個人特色 20%：內容具創新性，展現個人特點與潛力。

7) 注意事項

- 參賽者可同時參加兩個組別，或只參加一個組別。每位參賽者在每個組別只可以提交一份作品。

- 所有作品必須為原創，嚴禁抄襲或 AI 生成內容。一經發現抄襲或非原創作品，將被取消參賽資格。
- 內容須符合職場禮儀，並保持專業形象。

#### 8) 比賽日程



#### 8) 遞交作品及聯絡方式

請把參賽作品連同填妥的報名表格以電郵提交至 [fhm-fsclc@eduhk.hk](mailto:fhm-fsclc@eduhk.hk)。如有查詢，請聯絡馮小姐 [fhm-fsclc@eduhk.hk](mailto:fhm-fsclc@eduhk.hk)。

## **The Education University of Hong Kong**

### **Faculty of Humanities 5\*\* Cover Letter Competition**

#### **1) Objectives**

- To enhance the writing skills of undergraduate students of the Faculty of Humanities, enabling them to master effective techniques for composing specific and persuasive cover letters, and thereby strengthening their communication skills and confidence.
- To demonstrate students' professionalism and creativity, highlight their individual strengths and potential, enhance competitiveness in the job market, and establish a strong foundation for future career development.

#### **2) Eligibility**

- Full-time undergraduate students in the Faculty of Humanities

#### **3) Competition Categories**

1. Chinese Cover Letter
2. English Cover Letter

#### **4) Word Count and Format**

1. Word Count:  
Chinese: no more than 1,000 words  
English: no more than 600 words
2. Font Size and Number of Pages: Must use Microsoft Word with a font size of 12; the entire work should not exceed one A4 page; line spacing should be 1.0 or 1.5.
3. Format: Must include a title, salutation, main content, closing, name and date.

#### **5) Awards and Prizes**

1. Outstanding Performance Award: Chinese and English categories — HKD 800 bookstore voucher and certificate (3 winners in each category).
2. Excellence Award: Chinese and English categories — HKD 500 bookstore voucher and certificate (5 winners in each category).

#### **6) Judging Criteria**

1. Professionalism and Relevance of Content (50%): Align with the targeted position and demonstrate relevant professional techniques.

2. Fluency and Persuasiveness (30%): Fluent language, persuasive arguments, and effective communication of the applicant's intent.
3. Creativity and Personal Traits (20%): Innovative while effectively showcasing individual characteristics and potential.

#### 7) Remarks

- Participants may enter one or both categories. Each participant is permitted to submit only one entry per category.
- All submissions must be original works; plagiarism or AI-generated content is strictly prohibited. Any such violations will result in disqualification.
- Content must adhere to workplace etiquette and maintain a professional image.

#### 8) Competition Schedule



#### 9) Submission and Contact Information

Please submit your work along with the completed application form via email to [fhm-fsclc@eduhk.hk](mailto:fhm-fsclc@eduhk.hk). For inquiries, please contact Miss Cassandra Fung at [fhm-fsclc@eduhk.hk](mailto:fhm-fsclc@eduhk.hk).