

如何撰寫求職信



- 學校一般處理求職信的程序
- 校長會從求職信尋找什麼？

丁敏儀校長

香港靈糧堂荃灣幼稚園

香港靈糧堂秀德幼兒園

香港靈糧堂秀德幼稚園（二校）



學校一般處理求職信的程序

整理及下載
求職信

主任/行政助理
作首輪分類
及篩選

校長/副校長
作第二輪篩選

翻查記錄

聯絡面見



求職信



面試之門





校長會從求職信內尋找什麼？

Knowledge

Earnest

Youngful

校長會從求職信內尋找什麼？



Knowledge



學歷/技能

- 教育背景
- 公開試成績
- 相關工作的專業資歷
- 語言能力
- 技能/比賽

經驗

- 工作年資
- 經驗

個人資料

- 姓名
- 所住區域
- 信仰（信主年份及教會）
- 聯絡方法（電話、電郵）
- 到職日期
- 教學理念
- 期望薪酬

校長會從求職信內尋找什麼？



- 錯別字/文法
- 基本資料整全
- 學校資料（如：
學校名、應徵的
職位、校長姓名）
- 電郵內文及附件

EARNEST



- 相片是否有朝氣
- 文筆是否簡而精
- 信件格式是否具特色
- 排版會否讓人感覺凌亂
- 能否善用科技突圍而出
- 整體感覺會否帶出老氣

YOUNGFUL



NAME SURNAME
PROFESSION

CONTACT

ADDRESS
Somewhere,
City Name

DATE OF BIRTH
17 November 1987

PHONE
+91 945 234 567

E-MAIL
anna@gmail.com

WEBSITE
www.hellok.com

LANGUAGES



SKILLS



PROFILE

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ACHIEVEMENTS

- 2010 BIG PROJECT**
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- 2011 BIG PROJECT**
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- 2013 BIG PROJECT**
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- 2014**
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EDUCATION

- 2006 - 2009** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- 2009 - 2013** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- 2013 - NOW** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

WORK EXPERIENCE

- 1997-2001** ● **LOREM IPSUM DOLOR SIT AMET**
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- 1997-2001** ● **LOREM IPSUM DOLOR SIT AMET**
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CONTACT

- 9888 0011
- eddie.ljj@gmail.com
- www.eddie.work

SOFTWARE SKILLS

- Adobe Illustrator
- Adobe Photoshop
- Adobe After Effects
- Adobe Premiere Pro
- Adobe InDesign
- Adobe Audition
- Adobe Lightroom

DESIGN PROFICIENCY

- 2D Motion Graphics
- Illustration
- Branding & Identity
- Logo Design
- Editorial Design
- Digital Retouching
- Character Design

REFERENCE

Diana Hannah
23 Miles Pte Ltd
Senior Designer
diana@bananazdesigns.com
9999 8888

HELLO, I AM EDDIE LEE JJ

<Hardworking> <Team-Player> <Determined> <Responsible>
I'm a visual communications & media design graduate. I have a growing passion for motion graphics & an eternal love for graphic design.

EDUCATION

- Jurong West Secondary School
GCE 'O' Levels
2008 - 2012
- School of Design @ Top Polytechnic
Diploma in Visual Communications & Media Design
2013 - 2016
- Royal College of Art, London, UK
MA Degree in Digital Direction
2017 - 2019

WORK EXPERIENCE

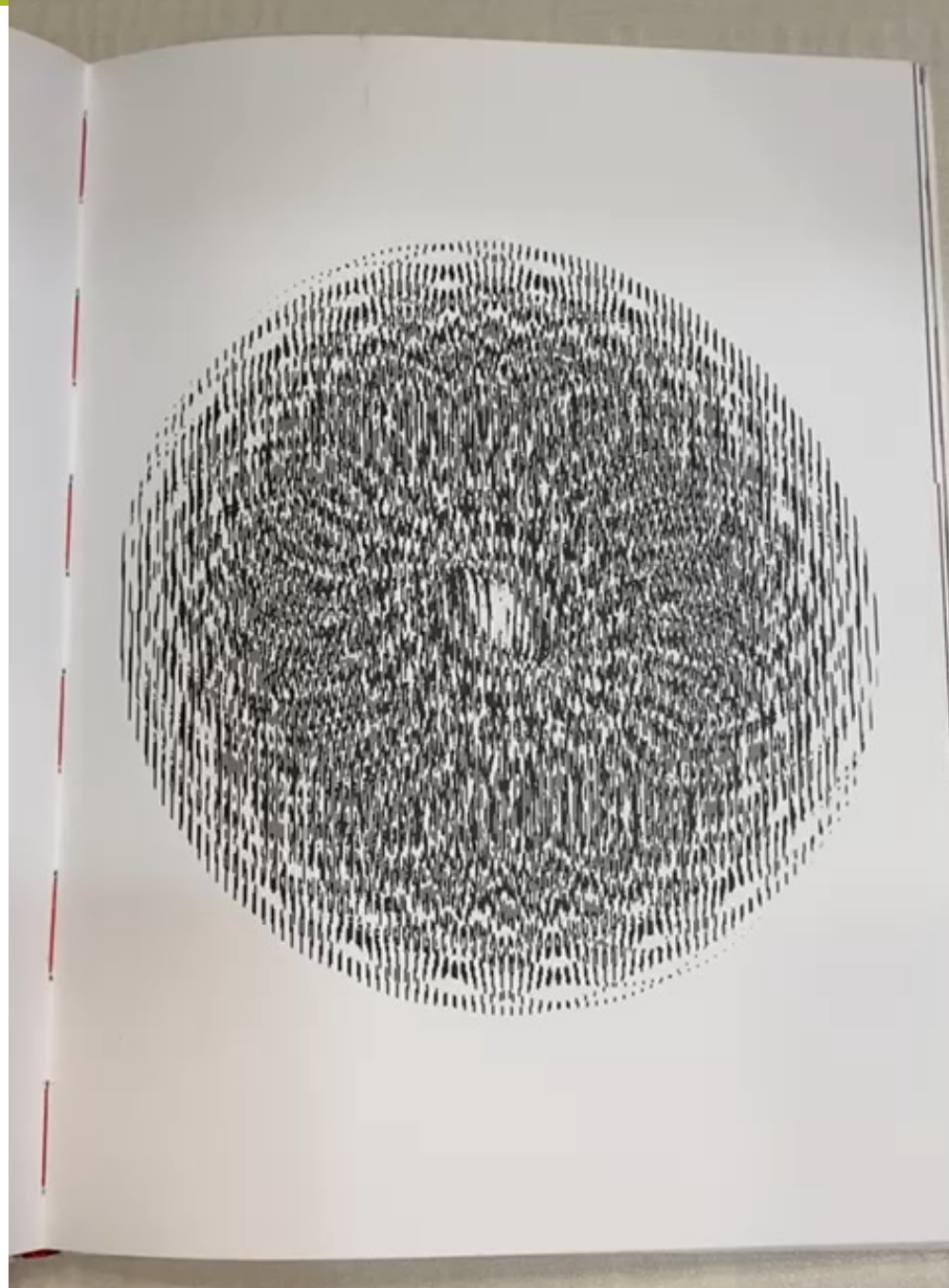
- Fitch Design Singapore
2D Design Intern
March 2015 - August 2015
- This Works Pte Ltd
Freelance Graphic Designer
September 2016 - January 2019
- 23 Miles Pte Ltd
Junior Designer
February 2019 - February 2020

INVOLVEMENTS

- The Student Agency @ Top Polytechnic
Designer, September 2014 - January 2016
- 24-Hour Crowbar Challenge
Participant, July 2016
- Spikes Asia Festival 2016
Festival Helper, September 2016

ACHIEVEMENTS

- Honours Roll Award: Art
2011 & 2012
- Certificate in Academic Performance
Top 25% of Cohort 2016
- D&DD Awards
Art Direction For Poster Advertising, Featured Project



工欲善其事
必先利其器



惟獨他是我的磐石
我的拯救
他是我的高臺
我必不動搖

詩六十二 6

