**Mr. CHAN Tai Man Alex (陳XX)**

**Mobile number: (852) XXXX XXXX Email:** [**your**](mailto:alex@hotmail.com.hk) **decent email**

**CAREER OBJECTIVE**

A statement summarizing your career objective (no more than 3 lines)

**EDUCATION BACKGROUND**

Sept 2019 – Jun 2022 Provide university full name, programme full name and the level attained (GPA: 3.3)

Sept 2012 – Jun 2019 XXX Secondary School, Form 1 – Form 6

*(Optional to list out HKCEE/HKDSE results if the results are very good)*

**PROFESSIONAL QUALIFICATION**

Jul 2022 List out your professional qualification including “Membership Name/Level of the qualification ” and “Issuing Bodies”

**WORK/RELATED EXPERIENCES**

Jun 2021 – Aug 2021 Company Name, *Position Title (if work as temporary / part-time, put it in this bracket)*

*ACB Company, Clerk (part-time)*

* List out the duties and start with an action verb
* E.g. Inputted customers data into system to ensure accuracy and data privacy

Jun 2020 – Jul 2020 Company Name, *Position Title*

* List out the duties and start with an action verb

**EXTRA-CURRICULAR ACTIVITIES**

Sept 2021 – May 2022 Student Union of XXX, Vice President

* List out the duties and start with an action verb *(be careful to use correct tenses)*

Sept 2019 – May 2021 Organization Name, Volunteer Worker

* List out the duties and start with an action verb *(be careful to use correct tenses)*

Sept 2019 – May 2020 Organization Name, Member

* List out the duties and start with an action verb *(be careful to use correct tenses)*

**SKILLS & AVAILABILITY**

Computer/IT Skills: List out the computer skills of which you are capable (e.g. Excel, PowerPoint……)

Languages Abilities: List out your languages abilities (e.g. Native Cantonese….)

Design/Other Skills: List out your design/marketing skills (e.g. Drawing, Driving license, First Aid)

Sports: Qualified swimming coach

Expected Salary:  Provide a salary range you are expected

Availability: Indicate the most latest available month and year