

Sample of Resume – Industries and Jobs (Transportation)

Position applied for: Full-time Bus Captain (Online application)

(*: 必須填寫 / Required)

個人資料 Personal Particulars

姓名 Name *	CHAN Tai-man
稱號 Title *	<input checked="" type="radio"/> 先生 Mr <input type="radio"/> 太太 Mrs <input type="radio"/> 女仕 Ms <input type="radio"/> 小姐 Miss
你是否香港特別行政區永久居民? Are you a permanent resident of the HKSAR? *	
<input checked="" type="radio"/> 是 YES <input type="radio"/> 否 NO	
居住區域 District *	Hong Kong Island
聯絡電話 Contact No. *	9xxx xxxx
電郵地址 Email Address	chantaiman@example.com

就業詳情 Employment History

只需填寫最近的就業資料。 Please complete your latest information only.	
日期 (日/月/年) Date (mm/yyyy)	
由 from 6/2016	至 to Present
公司名稱 Name of Company	XXX Mall
職位 Position	Customer Hotline Representative
離職原因 Reason for Leaving	/

學歷 Education

學歷 Education *	<input type="radio"/> 小學程度 Primary School <input checked="" type="radio"/> 中學程度 Secondary School <input type="radio"/> 其他 Others : <input type="text"/>
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專業資格 Professional Qualifications

請先列出最近取得的專業資格。 Please provide information in reverse chronological order.	
專業資格/會員類別 Professional Qualifications/Membership	
頒發機構 Issuing Authority	The Travel Industry Council of Hong Kong
所達程度 Level Attained	Tourist Guide Pass
獲取資格日期 Date Obtained	09/2019

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其他資料 Other Information

持有車牌類別包括 Driving Licence Type(s) *	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 1A <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 10A <input type="checkbox"/> 其他 Others : <input type="text"/>
過去 3 年內之扣分記錄 Driving Offence Points within 3 Years*	0 point
曾否在九巴或龍運巴士公司工作 Employed by KMB or LWB before ? *	<input type="radio"/> 是 YES <input type="text"/> <input checked="" type="radio"/> 不是 NO

關於薪金 About Salary

現職薪金 Current Salary	\$12,000
要求待遇 Expected Salary *	\$18,000

補充資料 Additional Information

- Good communication and organisational skills
- Ability to follow management instructions