|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student ID: |  |  | Student full name: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| HKID / Passport ID: |  |  | Cohort:  *(e.g. 2010)* |  |  | Programme  *(e.g. BBAHRM)* |  |

|  |  |
| --- | --- |
| Career Development Records for the academic year : |  |

Instructions:

1. Record all the events by typing the details in this form. (Use one record form per year if needed)
2. List out the strengths / achievements that you prefer to be highlighted in the reference letter.
3. Submit this summary, your professional written CV, together with all the proof of attendances to the Career Development Officer as required, preferably by the end of semester B of your year 3 study.

The following is an example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date / Time: | Venue | Programme  Type | Organized by: | Programme Content | CD Pts Awarded  (Office Use Only) |
| Sep 09, 2011 1500-1630hrs | AC1 LT-5 | Career Prep Workshop | CAIO | Good CVs vs. Bad CVs |  |
| Jan 14-15, 2011 | Harbour 8 degree hotel | MGT activity | MGT | Career Residential Workshop |  |
| Dec 05, 2014  14:00-17:00 | Room 201 CYMA Charity Fund Management Development Centre | Career preparation seminar | HK Management Association | 2014 ｢塑造人才 領導未來｣ |  |

Type in the yellow cells only.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Date / Time:** | **Venue** | **Programme**  **Type** | **Organized by:** | **Programme Content** | **CD Pts Awarded**  **(Office Use Only)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |

|  |
| --- |
| List out the strengths / achievements that you prefer to be highlighted in the reference letter. Feel free to offer your extra explanations if needed.  *\* These strengths / achievements must be supported by your CV. Please note that due to limits of words, it may not feasible to include all items. The items that are supported by concrete evidence from your CV will be chosen instead.* |
|  |