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CPA CPD

How to Prepare a Professional CV

3 CPD Hours

Speaker: Mr J Wong CPA (Aust.)

Date	:	Wednesday, 17 March 2010 (2nd Run)
Time	:	6:30 pm – 7:00 pm (Registration) 7:00 pm – 10:00 pm (Workshop)
Venue	:	CPA Australia Greater China Division Office 20/F Tai Yau Building 181 Johnston Road, Wanchai
Language	:	Cantonese, supplemented with English
Fee	:	HK$350 Member (per session) HK$650 Non-Member (per session)
Certification	:	Certificate of Attainment will be issued to participants who have completed the workshop

In today's competitive recruitment market, you have only 30 seconds to impress a potential employer with your CV. This workshop will help you present your skills in a clear and concise format to make sure your potential employers take notice.

Course Outline:
- How a CV helps you find a job
- How to prepare and write an effective CV
- How to present your CV

About the speaker:
Mr J Wong CPA (Aust.) is an informed practitioner with over 10 years of experience in conducting financial and risk assessments for leading international banks. His profound financial knowledge, together with his solid hands-on working experience, has earned him high appreciation for practical trainings delivered to elite banks, professional institutes and universities, including CPA Australia, HKICPA, the Hong Kong Institute of Bankers and the Hong Kong Baptist University.

Enrolment Form (Fax No. +852 2832 9167)

Enrol for multiple workshops

Full Name: (Mr/Miss/Ms/Mrs) (Surname) _____ (Given name) _____

Membership No. (if applicable): _____ ❍ Member ❍ Non-Member

Organisation: _____ Position: _____

Mailing Address: _____

Daytime Tel No.: _____ Daytime Fax No.: _____ Email: _____

ACCOMPANYING PERSON Membership No. (if applicable): _____ ❍ Member ❍ Non-Member

Full Name: (Mr/Miss/Ms/Mrs) (Surname) _____ (Given name) _____

Organisation: _____ Position: _____

Mailing Address: _____

Daytime Tel No.: _____ Daytime Fax No.: _____ Email: _____

PAYMENT METHOD

❍ I have enclosed a cheque payable to "***CPA Australia Ltd***". Cheque No.: _____ Amount: (HK$) _____

❍ Please charge the fee to my credit card.
(CPA Australia Platinum/Visa Gold Card holders can enjoy DOUBLE BONUS POINTS by paying their seminar/workshop fees with their card.)

Card Number: ___ ___ ___ ___ | ___ ___ ___ ___ | ___ ___ ___ ___ | ___ ___ ___ ___ Expiry Date (MM/YY): ____/____

Cardholder Name (please print): _____ Amount: (HK$) _____

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