HSUHK
CAREER
GUIDE
Third Edition

學生事務處
STUDENT AFFAIRS OFFICE
香港恒生大學
THE HANG SENG UNIVERSITY OF HONG KONG

事業策劃及發展部
Career Planning & Development Section

Left column annotations

Lee Lei Lik, Luca

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Education

Sep 2023 – Present   **The Hang Seng University of Hong Kong (HSUHK)**
Bachelor of Science (Honours) in Data Science and Business Intelligence
- Expected year of graduation: 2027

Aug – Dec 2025   **Haaga-Helia University of Applied Sciences, Finland**
- HSUHK Student Exchange Programme

Work Experience

Feb 2027 – Present   **Digital Innovation Intern, HSUHK x AS Watson Co-op Internship Programme**
- Conducted research to explore innovative solutions
- Tested AI and automation tools and refined codes
- Presented test results and provided practical solutions for improvement

Jun – Jul 2026   **Event Assistant, Sydney Eisteddfod, Australia**
- Maintained CRM system records and documentation
- Collaborated with a team of 4 to provide on-site support during festivals
- Handled queries, event invites and related information with internal and 20+ external stakeholders

Other Relevant Experience

Jan 2021 – Present   **Volunteer, Plastic Free Seas**
- Organised quarterly beach cleanup activities for local communities
- Provided logistics support to ensure smooth operations
- Awarded Long Serving Volunteer by continuously contributed for 5 years (2021 – 2026)

Jul 2024   **Exploration trip to the Greater Bay Area, HSUHK**
- Participated in the one-week exploration trip to learn about the latest development of technology usage in various industries
- Exchanged ideas with local universities students and entrepreneurs

Jun 2024   **Summer Data Boot Camp, HSUHK Mentorship Programme**
- Partnered with 4 mentees to present the topic of quality education and awarded The Best Data Storytelling Team
- Learnt the concepts of data visualization and data storytelling

Achievements

2026   **HKEX Foundation Scholarship**
- Recognition of outstanding leadership potential and participation in community service

2024 – 2025   **Dean's List, School of Decision Sciences**

IT and Language Skills

- Good command of MS Office (Word, Excel, PowerPoint), SQL, C#, Java, Python
- Passed Level N3 in Japanese-Language Proficiency Test (JLPT)
- Cantonese (Native), English (Fluent), Putonghua (Fluent), Japanese (Basic), Spanish (Basic)

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17 May 2027

Dear Hiring Manager,

Application for Digital Transformation Assistant

I am writing to apply for the position of Digital Transformation Assistant, which was advertised on the company's website on 12 May 2027. I am currently in my final year and expect to graduate from The Hang Seng University of Hong Kong with a degree in Data Science and Business Intelligence in June this year. I am equipped with the skills and experiences to contribute to the digital transformation initiatives at your firm.

During my academic journey, I have gained a solid foundation in data analysis, machine learning and business strategies. My internships have further enhanced my practical skills and industry exposure. I have hands-on experience in implementing AI and automation tools to streamline processes and enhance operational efficiency. Participating in an overseas internship in Australia not only allowed me to collaborate with teams with diverse cultural background, but also deepen my understanding of how a seamless CRM system would be crucial in enhancing customer satisfaction.

Beyond my academic and professional experiences, I am an outgoing student with a strong passion for environmental preservation. As an advocate for sustainability, I have taken the initiative to organise quarterly beach cleanups in my local community. This experience has sharpened my leadership, communication, and organisational skills while instilling a sense of responsibility towards protecting our environment.

I believe that my diverse background in data science, business strategies, and commitment to sustainability make me an ideal candidate for the Digital Transformation Assistant. I am excited about the opportunity to apply my skills and contribute to your firm that shares my vision for innovation and environmental stewardship. I have attached my resume for your review, providing further details on my qualifications and experiences. I would welcome the opportunity to discuss how my skills align with the requirements of the role. Please contact me at +852 9123 4567 or lucalee222@gmail.com. Thank you for considering my application.

Yours faithfully,

Lee Lei Lik, Luca

Pre-interview Checklist – Research and Preparation Work

1. Knowledge of Company:

Official website:
- ☐ Mission, Vision & Core Values
- ☐ Milestones & expertise
- ☐ Management team & partners

Social media accounts:
- ☐ News, recent projects & development
- ☐ Company culture & image

Media and news channels:
- ☐ Positive or negative press reporting/ comments

2. Knowledge of Yourself:

CV and cover letter:
- ☐ Review the information submitted

Basic information:
- ☐ Self-introduction
- ☐ Strengths & weaknesses
- ☐ Skills & professional knowledge
- ☐ Work & extra-curricular activities history

Job position:
- ☐ Required qualities & experience
- ☐ Stated responsibilities

3. Professional Image :

Interview outfit:
- ☐ Style match with the industry – business formal, business casual or smart casual
- ☐ Colour tone – dark blue, grey or black

Clean and tidy appearance:
- ☐ Ironed clothing
- ☐ Well-polished shoes

Confident body language and facial expression:
- ☐ Good posture – sit or stand up straight
- ☐ Make eye contact with smile

4. Logistics:

Interview arrangements:
- ☐ Double check the date, time & venue
- ☐ Different travelling modes & duration
- ☐ Required documentations (e.g. certificates)

Contact info in case of unexpected circumstances:
- ☐ Phone no. of company's HR
- ☐ Email

Post-interview Thank You Note

- ☐ Send within 24 hours after your interview
- ☐ Thank you for their time
- ☐ Restate your skillset that matches the job
- ☐ Include important discussed topics or items that might be missed during the interview
- ☐ Be positive, enthusiastic and polite

Types of Interview Questions

Self-understanding and Reflection:

Q1: Can you tell us about yourself?
Ans: - Keep it within 2 minutes
- Describe your personality with 1 – 2 adjectives
- Summarise your work and related experience that matches with the skills required for the role
- Conclude with your career goal, interest or hobby that could make you memorable

Q2: Why are you interested in this role/ our company?
Ans: - Highlight 1 – 2 responsibilities that match with your skillset
- Illustrate with past examples
- Conclude with your passion and career aspiration

Q3: What are your strengths and weaknesses?
Ans: Strengths:
- Highlight 2 – 3 strengths that are your selling points
- Elaborate with examples that can showcase your attributes and contributions for the roles

Weaknesses:
- Describe 2 – 3 weaknesses that are not critical to the role or long-term career development
- Elaborate with examples that can showcase your willingness to learn and self-reflection ability

Behavioural Questions: These questions focus on your characteristics and skills, where your past behaviours might help employers to foresee your future behaviours that determine your suitability for the role.

Competencies:	Sample Questions:
Self-reflection	Can you share a time when you have failed/ succeeded to achieve your goal?
Growth Mindset	What was your biggest mistake during your last internship?
Positive Mindset	What was your favourite/ least favourite task? Why?
Communication & Teamwork	How did you handle conflict between you and your team members/ stakeholders?

STAR model is one of the most recommended responding techniques for behavioural questions.

Situation	Describe the specific situation, e.g., what, when, where, who, etc.
Task	Explain the task or goal you were assigned or needed to accomplish.
Action	Outline the actions you took to complete the task. Focus on your contributions and steps you took.
Results	Share the outcome of your actions. Describe the positive results, impact and lessons learnt.

Situational Questions: These questions aim to assess your problem-solving, decision-making, and analytical abilities. You can answer the questions by elaborating on similar past experiences.

Competencies:	Sample Questions:
Problem-solving & Teamwork	One of your team members is a notorious free rider, how will you communicate with s/he in the first team meeting?
Time and self-management & Prioritising	Imagine you are faced with a tight deadline and multiple tasks to complete. How would you prioritise and manage your workload?
Problem-solving, Analytical & Decision making	If you are assigned a complex problem to solve, how will you handle it? Walk me through your approach and problem-solving process.
Resilience, Positive Mindset & Teamwork	Your team regretted the decision made. How will you motivate your team? What steps will you take to boost the team morale?

Unconventional Questions: These questions are designed to test how you react to unexpected situations and how you handle challenges with creativity, flexibility, logical thinking, common sense, and communication skills.

Competencies:	Sample Questions:
Self-assessment & Creativity	What superpower would you like to have and why?
Self-understanding & Creativity	If you were an ice cream flavour, what would it be?
Logical Thinking & Observation	If you could choose 3 objects in this room to survive a deserted island, what would you choose and why?
Communication & Flexibility	How will you explain our service to an alien?

Asking Questions: This is your opportunity to know more about the organisation and restate your interest in the role. You are advised to ask at least one question that may follow the discussion during the interview.

✓ Role & responsibilities (If haven't discussed)	✗ Salary & benefits
✓ Team structure/ dynamics	✗ Working hours & OT compensation
✓ Company culture & communication styles	✗ Start date
✓ Training/ development opportunities	

You can negotiate the above details after you got the offer.

Generative AI Prompts Structure for CV, Cover Letter and Interview Preparation

After understanding the basic requirements of CV, cover letter and the types of questions in a job interview, the next step to enhance your job application materials and increase your chances of securing a job offer is to utilise generative AI.

Basic Structure of a Prompt – ❶ Who >> ❷ What >> ❸ How

❶ Who – Define ChatGPT's Role	❷ What – ChatGPT's Task	❸ How – Expected Results	Category
☐ Year of study ☐ Programme of study ☐ Past internship experience ☐ Specific skills	☐ Draft 2 – 3 points for [CV/ cover letter] ☐ Rephrase the [text] ☐ Check the grammar of [content]	☐ Starting with action verbs ☐ Within [no. of words] per point ☐ With around [no. of words]	**CV & Cover Letter**
	☐ Suggest interview questions ☐ Suggest interview tasks	☐ No. of Qs/ commonly ask Qs ☐ Answer in STAR model	**Interview Question Bank**

[CV & Cover Letter] Example:

❶ Who – Define ChatGPT's Role
I am a [Year 4] student studying [Data Science] with an internship experience in [an international health and beauty retailer] focusing on [AI automation and research for innovative solutions].

❷ What – ChatGPT's Task
Please draft [3 points] for this internship on my [CV].

❸ How – Expected Results
Starting with action verbs with around [10 - 12 words] for each point.

[Interview] Example:

❶ Who – Define ChatGPT's Role
I am a [Year 4] student studying [Data Science] with the experience of participating in [Summer Data Boot Camp where I learnt the concepts of data visualization and data storytelling]. I have won [The Best Data Storytelling Team with 4 mentees together]. I am going to a [scholarship interview for data literacy].

❷ What – ChatGPT's Task
Please suggest the [most commonly asked behavioural questions] and

❸ How – Expected Results
answer them in [STAR model].

Responses from ChatGPT

As ChatGPT relies on the information provided in your prompt and its own database to generate answers, you should ask yourself the following questions to further refine the suggested responses.

☐ Did I really perform these duties?

☐ Do these descriptions accurately present my skills performed?

☐ Can I provide examples or references that can enhance the credibility of the generated response?

☐ Am I comfortable with the suggested wordings, tone or style?

Follow-up Prompts

You are advised to cross-check the content generated by ChatGPT to personalise your CV, cover letter or interview response framework to align your specific experiences and the job you are applying for.

Expected Changes	Suggested Prompt
Change of words	- Rephrase [text] - Tone down [text] - Another word for [text]
Match with job advertisement	- Rephrase [text] to match with the [job requirements] of the role - Modify [text] to highlight my relevant skills that align with the [job requirements] - Provide specific suggestions of [text] to make the content more tailored to this [job requirements]

Note: Please replace the words inside [ ] with your own specification.

Be Smart & Stay Alert

Every system has its own limitations. Below is a checklist for you to fully utilise the power of generative AI while also protecting your privacy.

☐ Fact-check and cross-check information from various sources to ensure accuracy and reliability.

☐ Proofread the generated content to make sure that the information matches your actual skills and experiences.

☐ Fill out the blanks with your own experience, do not simply copy and paste the generated information into your application.

☐ Protect your confidential information; do not upload personal details such as contact information or specific names of internship organisations and educational institutions. Instead, mask them as 'Company A' or 'University B'.

Website of Career Planning and Development Section

Discover a comprehensive career platform where you can access information related to internships, graduate jobs, career activities, career education programmes, aptitude test practice, and other valuable career resources.

https://sao.hsu.edu.hk/our-services/careers/

Career Portal (JINESS 英才網)

Joint-Institution Network for Student Success (JINESS) is an HSUHK-administered platform that features thousands of updated jobs, including internships, graduate positions, campus work, and part-time jobs. Quickly activate your free user account and begin searching for your ideal match.

https://jiness.hsu.edu.hk/

Career Advisory Session (CAS)

The one-on-one Career Advisory Session helps students identify career goals and prepares them for their future. Students can discuss career concerns such as direction, job market info, CV writing, interview skills, and job searching. Book your own session now!

https://sao.hsu.edu.hk/our-services/careers/career-advisory-session/

Aptitude Test Practice

Online assessments are often used as part of the recruitment process to evaluate job applicants' capabilities in performing specific tasks, including but not limited to game-based tests, logical reasoning, numerical analysis, and reading comprehension. Start your practice today to ace these tests!

https://sao.hsu.edu.hk/our-services/careers/aptitude-test/

Social Media

Simply follow our social media accounts to stay updated on career opportunities, educational activities, and exclusive programmes for HSUHK students.

hsuhk.career

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