

5th Hong Kong Digital Advertising Industry Fresh Graduates Support Scheme

User guide for graduates

Please well prepare below items before uploading your CV and portfolio:

1. Your resume (pdf / doc format, file size below 5MB)
2. Your online portfolio url
3. Your portfolio thumbnail (200x150px, jpg, file size below 1MB)
4. Your portfolio description (if have)

Remarks: You need to submit your resume in each job category separately. You can revise your resume for applying different job category, or you can use the same resume for applying all job category.

Step 1: Open up an account through “Register”

The screenshot shows the 'Job Seeker Registration' form on a website. The 'Register' link in the top navigation bar is highlighted with a red box. The form includes the following fields and options:

- Home** | **Register** | **Sign In**
- Home** | **For Company** | **For Graduates** | **Latest Job** | **Events** | **Timetable** | **Photo** | **Acknowledgements** | **Enquiry**
- Job Seeker Registration**
- Fields marked with an asterisk (*) are mandatory
- Email** * (text input)
- Confirm E-mail** (text input)
- Password** * (text input)
- Confirm Password** (text input)
- Salutation** * (dropdown menu: Select Salutation)
- English Full Name (Same as HKID card)** * (text input)
- Mobile Number** * (text input)
- Institution** * (dropdown menu: Select Institution)
- Disciplines** * (dropdown menu: Select Disciplines)
- If others, please specific** (text input)
- Are you a permanent resident of Hong Kong ? (Only permanent resident of Hong Kong is eligible for the program.)** * (dropdown menu: Select Are you a permanent resident of Hong Ko)
- Graduation in 2016, 2017 or 2018? (Only graduate of school 2016, 2017 and 2018 of first full time courses in (local and overseas) universities and institutes is eligible for the program.)** * (dropdown menu: Select Graduation in 2016, 2017 or 2018? (Only)
- Did you have full time working experience in Digital Advertising Industry / Advertising Industry? (Only applicant with no full time working experience in Digital Advertising Industry / Advertising Industry is eligible for the program.)** * (dropdown menu: Select Did you have full time working experienc)
- Accept terms of use** * [Read terms of use](#)
- Register** (button)

Step 2: Sign in and select “Post Resumes” under “My Account”



Step 3: Upload resume and portfolio. Press submit button at the bottom after completed

General Information
Fields marked with an asterisk (*) are mandatory

Title
Job Category
1 Available
Resume (File Size under 5MB (PDF / DOC))
Creative Portfolio 1 Title
Creative Portfolio 1 URL
Creative Portfolio 1 Thumbnail (File size under 1MB in jpg format – 200 x 150px)
Creative Portfolio 1 Description

* Amy Resume__ Social Media
* Click to select

- Account Management and Servicing
- Creative: Content Production (Online TVC, Viral Video, Social Media Fan Page Management)
- Creative: Designer and Copywriting
- Media Planning, Strategy and Buying
- New Media Marketing: Mobile Marketing
- New Media Marketing: Search Engine Marketing Specialist
- New Media Marketing: Social Media Marketing

body

Creative Portfolio 2 Title
Creative Portfolio 2 URL
Creative Portfolio 2 Thumbnail (File size under 1MB in jpg format – 200 x 150px)
Creative Portfolio 2 Description

選擇檔案 未選擇任何檔案

The screenshot shows a web form for uploading resumes and portfolios. The form has several sections: 'General Information' with mandatory fields marked with an asterisk, a dropdown menu for job category selection (with 'New Media Marketing: Mobile Marketing' selected), and input fields for two creative portfolios. A file selection button is visible below the second portfolio description. A rich text editor toolbar is at the bottom of the form.

Step 4: Upload resume to different job category which you are interested

Step 5: Apply any job(s) that you like