

CESO AI就業工具箱

CESO AI CAREER TOOLKIT

由搵工、面試，到入職後做簡報、數據及會議紀錄。善用AI Brainstorming，更快完成初稿、更多時間判斷、進行溝通與發揮創意。
From job search and interviews to presentations, data work and meeting notes. AI should support your thinking — helping you draft faster so you have more time for judgement, communication, and creativity.



節省時間 SAVE TIME

整理資料、拆解任務、產生初稿
Organise information, break down tasks, create a first draft



清晰表達 EXPRESS CLEARLY

改善 CV、電郵、簡報與自我介紹
Improve CVs, emails, slides and self-introductions



更高效率 WORK SMARTER

協助摘要、表格、會議跟進
Support summaries, tables and follow-ups



明確判斷 DEFINITE JUDGMENT

驗證資料、比較方案、重寫輸出
Verify information, compare options, refine outputs

通用 AI 工具 GENERAL-PURPOSE AI TOOLS

先掌握 1-2 個，再按任務加入專項工具
LEARN 1-2 CORE TOOLS FIRST, THEN ADD TASK-SPECIFIC TOOLS



ChatGPT

中英對話、文章寫作、邏輯推理、程式編寫
Chinese-English chat, text writing, reasoning and coding



Microsoft Copilot

即時網頁搜尋、Office 文書整合、對話與繪圖
Real-time web search, Office suite integration, chat and image generation



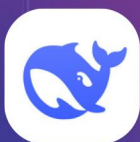
Google Gemini

多模態對話、邏輯推理、Google 生態系整合與文書創作
Multimodal chat, reasoning, Google ecosystem integration and writing



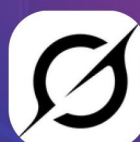
Perplexity

即時網頁搜尋、學術與資料檢索、附帶引用來源之對話
Real-time web search, academic retrieval and cited chat



DeepSeek

中英對話、深度邏輯推理、長文本分析與編程
Chinese-English chat, deep reasoning, long-context analysis and coding



Grok

多語言對話、推理、編程、即時 X 社群資料檢索與圖片生成
Multi-language chat, reasoning, coding, real-time X data retrieval & image generation



實用 Prompt 公式 / Quick Prompt Formula

角色 + 目標 + 背景資料 + 輸出格式 + 限制 + 自我檢查

Role + Goal + Context + Output format + Constraints + Self-check

例子/EG

你是招聘顧問。根據以下職位描述及我的真實經歷，列出 5 點 CV 重點，語氣專業、不可虛構，並檢查 ATS 關鍵字。
You are a career adviser. Based on this job description and my real experience, draft 5 CV bullets, keep the tone professional, do not invent details, and check ATS keywords.

精準挑選工具 按需要學習即可

THE KEY IS NOT KNOWING EVERY TOOL,
BUT CHOOSING THE RIGHT ONE FOR THE TASK.



搵工與面試 JOB HUNTING & CAREER

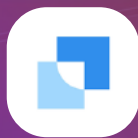
CV 升級 | 對準職位要求 | 模擬實戰見工

UPGRADE YOUR CV | MATCH THE JOB CRITERIA | ACE THE MOCK INTERVIEW



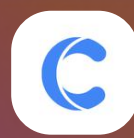
FlowCV

履歷設計排版、求職信製作、
個人作品集網站創建
Resume design & layout, cover
letter generation, personal
portfolio creation



Resume.io

專業履歷範本排版、求職信撰寫、
AI 內容自動優化
Professional resume template
building, cover letter writing, AI
content optimization



Careerflow.ai

LinkedIn 優化、AI 履歷分析、
求職進度追蹤及 AI 模擬面試
LinkedIn optimization, AI resume
analysis, job tracking, and AI mock
interviews

職場適用 AI TOOLS FOR WORK

日常文書 | 寫電郵 | 開會記錄

DAILY ADMINISTRATION | PROFESSIONAL EMAIL WRITING | MEETING NOTES

會議記錄 MEETING NOTES



Subanana

廣東話與中英混合會議記錄，自動辨識多說
話者並生成摘要
Cantonese & bilingual meeting transcription,
speaker ID, and AI summary



Notta

跨平台會議 AI 助理，支援 50+ 語言即時
聽寫與重點導出
Real-time meeting assistant with 50+
language transcription & key point export

簡報與視覺 PRESENTATIONS



Gamma

AI 生成簡報工具，提供豐富專業範本
AI tool for text-to-presentation with
professional templates



Canva

全能視覺設計平台，支援 AI 生成圖
片、簡報與排版
All-in-one design platform for AI
images, slides, and layouts

試算表與數據 SPREADSHEET & DATA



Copilot

原生整合 Excel，用文字自動寫公式
與生成數據洞察
Native Excel tool to write formulas
and generate data insights via text



ChatGPT

上傳 Excel/CSV 自動分析、清洗數
據、寫公式與生成圖表
Auto data cleansing, formula generation,
and chart creation for Excel/CSV

電郵、文案、翻譯 EMAIL, DRAFTING & TRANSLATION



Copilot

整合網頁搜尋、Office 文書撰寫、電郵草擬
與翻譯
Real-time web search, Office document
drafting, email replies, and translation



Grammarly

電郵文法糾正、職場語氣潤飾、智能翻譯與
文章重寫
Grammar correction, tone polish, translation,
and text rewriting for emails

職場生產力 WORKPLACE EFFICIENCY



Notion AI

AI 筆記與工作區，支援搜尋、寫作與數
據整理
AI workspace for search, writing,
and data auto-fill



Kuse

視覺化 AI 無限畫布，支援製作簡報與自
動工作流
Visual AI workspace for presentation &
automated workflows

程式開發 VIBE CODING



Cursor

AI 代碼編輯器，支援代碼編寫、修改與 Debug
AI code editor for coding, editing, and
debugging



CS50 ddb

哈佛大學 AI 程式教學助手，解答編程與除錯問
題 Harvard's AI coding tutor for
programming & debugging questions

誠實表達 | HONESTY

只可改善表達，不可虛構學歷、技能或經驗
IMPROVE WORDING ONLY. DO NOT INVENT
QUALIFICATIONS, SKILLS OR EXPERIENCE



核對事實 | FACT-CHECKING

核對事實、數字、公式、引用及原始來源
VERIFY FACTS, NUMBERS, FORMULAS, CITATIONS
AND ORIGINAL SOURCES



保護隱私 | PRIVACY

保護私隱：勿傳敏感資料，錄音需同意
PROTECT PRIVACY: NO SENSITIVE UPLOADS.
CONSENT REQUIRED TO RECORD.

