

영문 이력서 작성법



# COVER LETTER



유용한 표현 및 단어정리

주의 !

자료의 한글 해석은 포함 되어 있지 않습니다.

## Key expressions for various positions

### → Accounting

- Perform monthly currency evaluations
- Oversee weekly payment runs
- Ensure payment approvals
- Detail under pressure of tight deadlines
- Crunching numbers

### → Customer Service

- Establish a good rapport with customers
- Increase revenue through up-selling and cross-selling
- promotions
- Help customers by explaining
- Develop superb judgment
- Quickly identify all sales opportunities

## Key expressions for various positions

### → Project Manager

- Provide professional, accurate and independent advice on management
- Recruit the best team members, specialists and sub-contractors
- Achieve the highest quality standards

### → Retail

- Make achieving decisions about product selection, visual marketing, promotions and stock control
- Have a strong sense of client service and the retail marketplace
- Continuously study market trends in the industry
- Interact with other retail, marketing and advertising professionals

## Key expressions for various positions

### → Sales

- Quickly understand a client's needs
- Organize company's resources to satisfy customer requirements
- Fast learner, dependable, organized, and tech-savvy
- Responsible for managing a turnover of \$XX.XX over a XX period.
- Key role in successful establishment and opening of a new retail branch and setting targets

## Skill 서술 시 사용할 수 있는 주요 단어

### Management Skills

administer

assign

attain

chair

control

coordinate

delegate

execute

direct

initiate

plan

oversee

lead

prioritize

review

strengthen

supervise

train

### Technical Skills

access

analyze

calculate

engineer

fabricate

maintain

operate

reconfigure

program

remodel

troubleshoot

solve

repair

upgrade

## Skill 서술 시 사용할 수 있는 주요 단어

### Financial Skills

administer  
analyze  
appraise  
audit  
balance  
budget  
calculate  
compute  
control  
forecast  
inventory  
keep books  
project

### Sales Skills

close  
convert  
deal  
highlight  
persuade  
reach  
satisfy  
sell  
sign  
win over

# 참고자료

## Skill 서술 시 사용할 수 있는 주요 단어

### Teaching Skills

advise  
clarify  
coach  
elicit  
encourage  
explain  
facilitate  
guide  
inform  
instruct  
persuade  
train

### Research Skills

collect  
critique  
define  
detect  
evaluate  
examine  
extract  
identify  
inspect  
interpret  
investigate  
summarize  
survey

# 참고자료

## Skill 서술 시 사용할 수 있는 주요 단어

### Communication Skills

address  
arrange  
collaborate  
contribute  
cooperate  
correspond  
draft  
edit  
elicit  
lecture  
mediate  
negotiate  
persuade  
present  
reconcile  
represent

### Performance & Art Skills

conceptualize  
create  
design  
fashion  
form  
illustrate  
institute  
invent  
originate  
perform  
revitalize  
shape