

영문 이력서 작성법



COVER LETTER

Why cover letter? / 1st Paragraph : Introduction

2nd Paragraph : Job Posting & Work Experience



3rd Paragraph : Summary

4th Paragraph : Gratitude & Closing

Etc : Greetings & Formatting

Cover Letter Format

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Ms. Eun Cotier
Pricing Support – Program Coordinator
The Travelers Insurance Company
One Tower Square
Hartford, CT 06183

Re: Summer Personal Insurance Product Management Development Program Intern

Dear Ms. Cotier:

The magnificent symbol of the red umbrella provides customers with security and trust to the Travelers insurance company. The well-being of personal or business products is offered by a wide variety of insurances and surety products to myriad consumers. The considerable financial strength as well as the concept of controlling and evaluating personal and business risks grabbed my utmost attention to the summer internship of Personal Product Management Development Program.

The academic and social skills I obtain all derived from work related experiences as well as leadership experiences. The qualifications and the academic as well as social skills I have will be a positive asset to this program at Travelers. Through the summer internship experience at Korea Bond Pricing, I learned to cope and think internationally. Valuating multinational corporations as well as domestic companies abroad, enabled me to relate the academic skills from the University of Connecticut to the corporate environment at a global level. Moreover, my leadership involvement directly with the Travelers further developed my leadership skills. Working directly with a mentor from Travelers Education Access Initiative program enabled me to take initiatives in finding outside resources on current corporate news as well as build communication skills with a current employee at Travelers. In addition, spending an entire day at Travelers in a Job Shadow program further built the strong work ethic by getting involved with current projects in the Insurance Operation, Claims and the Outsourcing departments.

Summary

The internship position for the Personal Insurance Product Management Development Program correlates with the work related experiences and leadership qualities in which I obtain. I would appreciate an interview in order to approach the next steps in the Internship selection process. If you have any concerns, feel free to contact me directly via e-mail or phone at any time. I look forward to hearing from you soon. Thank you for your attention and consideration towards this letter.

Sincerely,
Johnathan Paik

Summary

Summary

1) Beginning

참고

- ① 어떻게 이 회사에 큰 관심을 갖게 되었는지 재언급
- ② 지원하는 회사 & position에 대해 재언급

EX)

“I have always had a strong interest in the **ABC Corporation* as it is recognized as one of the most prominent **conglomerates* in the U.S.”



Summary 핵심단어

- ABC Corporation: 회사명 (Pagoda Inc.)
- conglomerates: 회사가 일반적으로 알려져 있는 단어 (language education provider)

Summary

Summary

2) Mid-End

참고 내가 가진 A,B,C skill들을 강조!

- ① 내가 이 회사에서 A, B and C를 발휘 할 수 있다!
- ② 장점 3 가지를 재언급 하며 다시 한번 강조
- ③ Job posting에서 명시된 요구사항과 나의 장점 matching!

Example Paragraph

I have always had a strong interest in the *ABC Corporation* as it is recognized as one of the most prominent *conglomerates* in the U.S. The ability for this company to grow its primary business of *insurance and pension product* consulting to other myriad sectors has grabbed my utmost attention. I would bring to *ABC Corporation* a creative mind, which is always open to and enthusiastic about new ideas. I would also strengthen the team with my work ethic and through my experience and talent in group work, operations, and organization. Moreover, I have the ability to take leadership in the team when necessary and the discretion to know when it would be better to take a step back.

Practice

1. “I would bring to ABC Corporation a creative mind (noun)”

“I would bring to ABC Corporation a diversification, enthusiasm, leadership qualities, unique way of thinking”

2. “I would also strengthen (verb) the team with… ”

“I would also build cooperation / network / interaction, differentiate product uniqueness, motivate team members, boost morale”

3. “...through my experience and talent in group work, operations, and organization (noun)”

“...through my experience and talent in analysis, planning, IT, presentation, group cooperation, decision-making skills”

SELF WRITING

3rd Paragraph : Summary

1. I would bring to ABC Corporation a creative mind (noun)

I would bring to _____ a
_____.

 Note! _____

- cooperation → cooperative contribution “mind” (반복X)
- service mind → focus for customer needs

SELF WRITING

2. I would also strengthen (verb) the team with...

I would also _____
with...

3. ...through my experience and talent in group work, operations, and organization (noun)

...through my experience and talent in
_____.



Note! _____

- socializing → social situations
- organization → organizational structure