

영문 이력서 작성법



# COVER LETTER

Why cover letter? / 1<sup>st</sup> Paragraph : Introduction

2<sup>nd</sup> Paragraph : Job Posting & Work Experience

3<sup>rd</sup> Paragraph : Summary



4<sup>th</sup> Paragraph : Gratitude & Closing

Etc : Greetings & Formatting

# Cover Letter Format

**Johnathan Paik**

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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.

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

**closing**

# Gratitude & Closing

## Closing

### 1) 이력서 첨부 강조하기

#### 참고

정확한 포지션 다시 한번 언급하고 이력서 첨부 강조하기

EX)

The analyst position for the ABC's marketing division correlates with the work related experiences and leadership qualities in which I obtain. Attached in this email is my resume.

### 2) 다음단계 '면접' 언급하기

#### 참고

'감사하다' 는 표현으로 시작하기

EX)

I would appreciate an interview in order to approach the next steps in the analyst position selection process.

# Gratitude & Closing

## Closing

### 3) 연락처 남기기

#### 참고

① 바로 연락 가능한 **contact information** 쓰기

② Email or 휴대폰 둘 다 쓰기

EX)

If you have any concerns, feel free to contact me directly via e-mail or phone at any time.

# Gratitude & Closing

## Gratitude

### 4) 감사의 말 전하기

#### 참고

- ① To thank the employer for consideration
- ② 감사의 인사만은 가식적 이더라도 영문 Cover Letter  
에서는 필수!
- ③ 4<sup>th</sup> 마지막 문장에 적을 것!

EX)

A. Thank you for your attention and consideration towards this letter.

B. Thank you for your attention and for considering me for the  
analyst position at ABC Corporation.

# Gratitude & Closing

## Example Paragraph I

The analyst position for the ABC's marketing division 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.

## Example Paragraph II

Attached in my email is my resume. I am excited about the prospect of working in such an innovative and dynamic marketing environment, and I look forward to hearing back from the program in order to set the date for an interview. Thank you for your attention and for considering me for the analyst position at ABC Corporation.

# SELF WRITING

## 4<sup>th</sup> Paragraph : Gratitude & Closing

1. The analyst position for the ABC's marketing division correlates with the work related experiences and leadership qualities in which I obtain. Attached in this email is my resume.

\_\_\_\_\_ (position) for the  
\_\_\_\_\_ (division) correlates with the  
\_\_\_\_\_ qualities in which I obtain. Attached in this email is my resume.  
I am very interested about the prospect of working in such a competitive and health-related environment. Thank you for your attention and consideration towards this letter.

# SELF WRITING

2. I am excited about the prospect of working in such an innovative and dynamic marketing environment.

I am excited about the prospect of working in such a  
\_\_\_\_\_ environment,  
and I look forward to hearing back from the program in order to set  
the date for an interview. Please contact me via e-mail if you need  
further information. Thank you for your attention and for  
considering me for the field agent position at Audi USA.