

영문 이력서 작성법



COVER LETTER



Why cover letter? / 1st Paragraph : Introduction

2nd Paragraph : Job Posting & Work Experience

3rd Paragraph : Summary

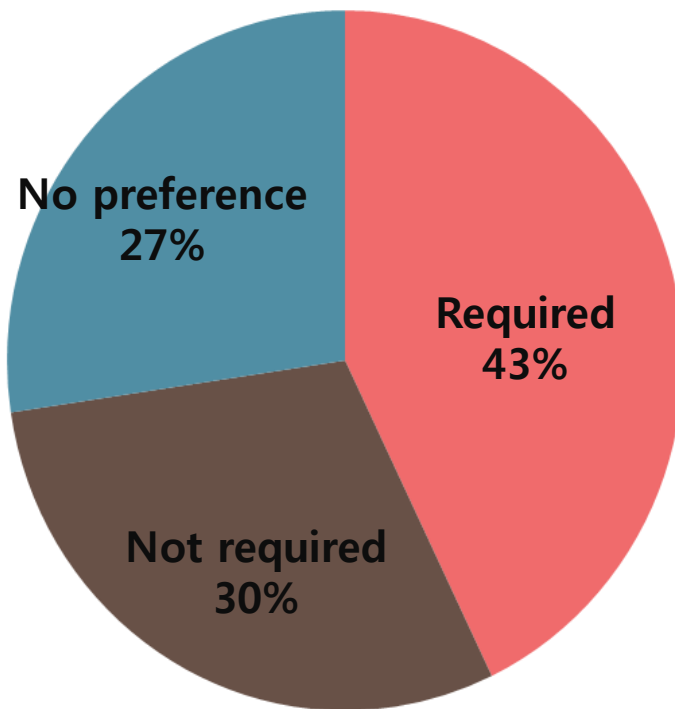
4th Paragraph : Gratitude & Closing

Etc : Greetings & Formatting

Why cover letter? / Introduction

Reason for writing a cover letter

→ 얼마나 중요할까?

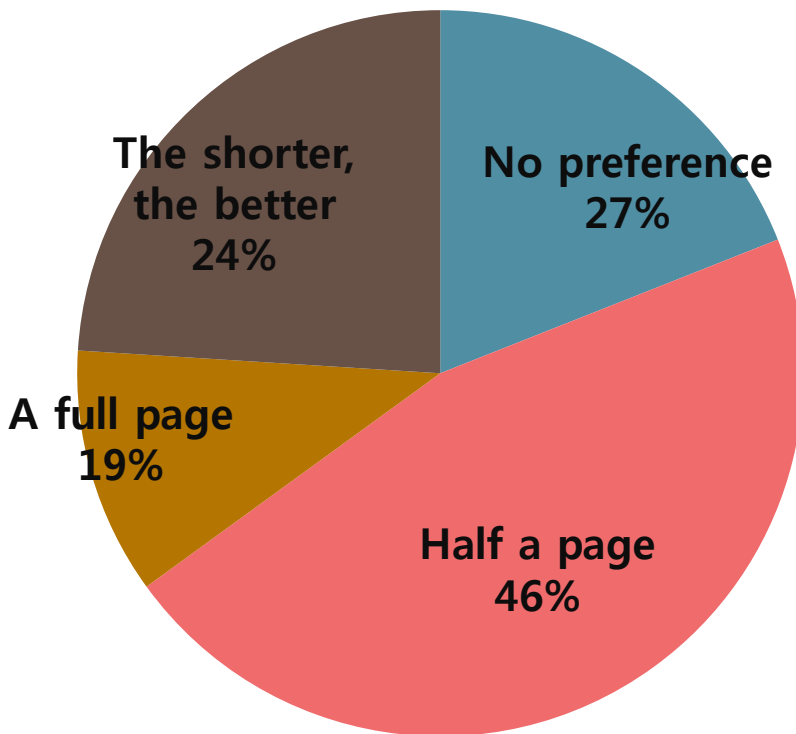


70%
중요하다!
무조건 작성!

Why cover letter? / Introduction

Reason for writing a cover letter

→ 선호되는 커버레터 분량

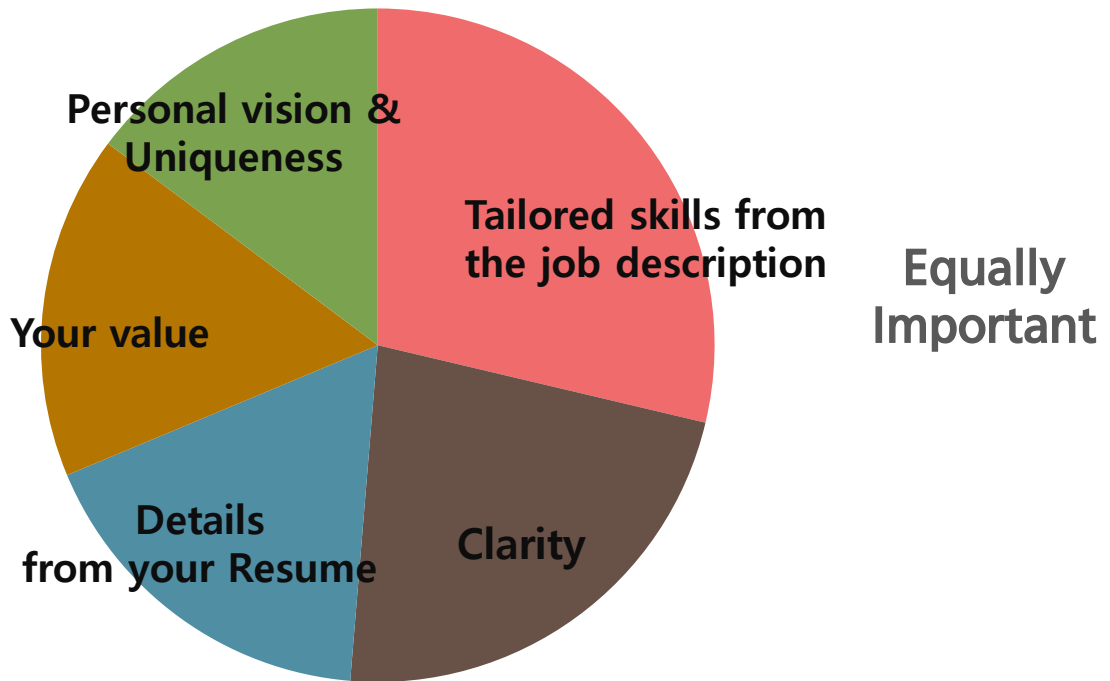


반장~2/3장
Point만
요약!!

Why cover letter? / Introduction

Reason for writing a cover letter

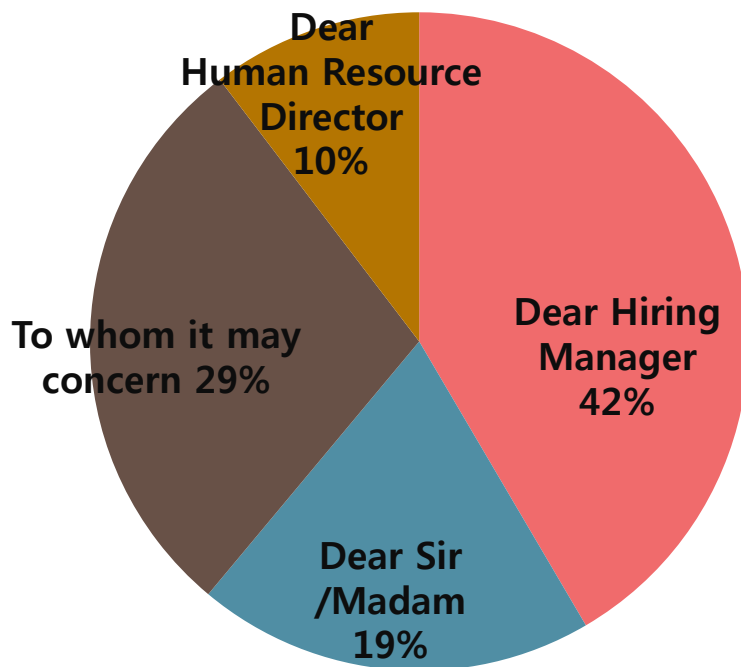
→ 인사 담당자가 커버레터를 통해 얻고자 하는 정보



Why cover letter? / Introduction

Reason for writing a cover letter

→ 인사 담당자가 선호하는 인사말



Dear Hiring
Manager
추천!

Why cover letter? / Introduction

Reason for writing a cover letter



Cover Letter 작성 Tips! —————●

- Not over 1 page
- Use your own words
- Spell-check and double check!
- Relate skills to the job
- Answer the question "Why should I see you?"
- Make it personal
- Times New Roman / 12pt.

Cover Letter Format

Johnathan Paik

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Seoul 157-388 South Korea
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jpaik@gmail.com

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:

Introduction

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

Why cover letter? / Introduction

Introduction

1) 회사 장점 찾기

참고

- ① 주요 제품 또는 회사를 어떻게 발전 시킬 수 있는지 어필, 기여하고 싶은 마인드 언급
- ② 아부적인 뉘앙스 금지, 진심으로 관심이 가는 분야 언급

2) 회사에 관심을 갖게 된 이유

참고

- ① 'have a real interest in working as a ...'
과 같은 단순한 표현 보다 어떻게 관심을 갖게 되었는지를 표현
- ② Position Name 언급

Why cover letter? / Introduction

Example Paragraph



EX)

- Location: Connecticut, USA
- Industry: Insurance
- Position: Pricing Analyst

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 pricing analyst position of Personal Product Management Development Program.

Practice

1. The 형용사 symbol of 명사/제품명 provides customers with 명사 and 명사 to the 회사명.

The illustrious and simple symbol of Google.com provides customers with a smart choice and credibility to the Google Inc. (dot com industry)

2. The well-being of satisfaction/quality is offered by a wide variety of 주요제품 to myriad consumers.

The well-being of satisfaction/quality is offered by a wide variety of H&M's fashion products to myriad consumers. (fashion retail industry)

3. The 장점 as well as 장점 grabbed my utmost attention to the Position Name.

The consistent investment in R&D as well as the renowned reconfigure programming grabbed my utmost attention to the Senior Software Engineer position. (IT Engineering industry)

SELF WRITING

1st Paragraph : Introduction

1. The 형용사 symbol of 명사/제품명 provides customers with 명사 and 명사 to the 회사명.

The _____ symbol of _____ provides customers with _____ and _____ to the _____.



Note!

- Change of order is completely fine (순서는 상관 없음)
- Great mentioning of the strength of location (장점인 회사 위치 언급)
- Stability and Trust : confidence, pride, energy,

SELF WRITING

2. The well-being of satisfaction/quality is offered by a wide variety of 주요제품 to myriad consumers.

The well-being of satisfaction/quality is offered by a wide variety of _____ to myriad consumers.

 Note! _____

- Entertaining service → Entertainment service

SELF WRITING

3. The 장점 as well as 장점 grabbed my utmost attention to the Position Name.

The _____ as well as _____ grabbed my utmost attention to the _____.

 Note! _____

- Many opportunities to go on business trips
 - professional traveling opportunities
 - numerous business trip opportunities