

영문 이력서 작성법



# ENGLISH RESUME



## Personal Information & Education

Work Related & Leadership Experience

Skills & Certificate or License & Languages

Resume Objective & Summary

References & Resume Layout

# Personal Information & Education

## 1) Personal Information

### Steps

- ① 이름 → BOLD, 16pt
- ② 주소
- ③ 연락처
- ④ 이메일 주소
- ⑤ 아래 한 줄 치기 (\_\_\_ENTER)

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## 2) Education

### Steps

- ① 학교이름 (BOLD)
- ② 지역,
- ③ 학과명 (underline)
- ④ 졸업 년월(월→연 순서로 표기)
- ⑤ 전공 명
- ⑥ GPA

### GPA

- ① 표기방법: 전 과목 평점, 만점 표기 할 것.
- ② Major GPA: 교양과목을 뺀 나머지 평점 표기.  
(전공과목 점수가 낮으면 표기 X)

**Hongik University**, Seoul, South Korea

Bachelor of Science in Business Administration, May 2012

International Business Management major, International  
Studies minor

GPA: 3.76/4.5

Major GPA: 4.19/4.5

# SELF WRITING

## Example 1

서울시 양천구 신정6동 목동신시가지아파트1307동301호

1307 Dong 301 Ho Sinsigaji 13 Danji Apt., Sinjeong 6-Dong,  
Yangcheon-Gu, Seoul Korea (X)

1307-301 Sinsigaji 13 Danji Apt., Sinjeong 6-Dong, Yangcheon-Gu,  
Seoul (Post Code) South Korea (O)

## Example 2

서울시 영등포구 여의도동 한양아파트

Hanyang Apt., Yeouido-dong, Yeongdeungpo-ku, Korea (X)

Hanyang Apt., Yeouido-Dong, Yeongdeungpo-Gu, Seoul (Post Code)  
South Korea (O)

# SELF WRITING

## Example 3

경기도 광명시 광명7동 중앙하이츠아파트

Gyeonggi-Do Gwangmyeong-Si, Gwangmyeong 7-Dong, Jungang Heights Apt. South Korea (X)

Jungang Heights Apt., Gwangmyeong 7-Dong, Gwangmyeong-Si, Gyeonggi-Do (Post Code) South Korea (O)

## Example 4

인천 남구 용현2동 568-2 진달래아파트 C동 2001호

C Dong-2001 Ho, Chindalrae Apt., 568-2 Yonghyeon-2 dong, Nam-gu, Incheon South Korea (X)

C-2001, Chindalrae Apt., 568-2 Yonghyeon-2 Dong, Nam-Gu, Incheon (Post Code) South Korea (O)

# SELF WRITING

## Example 1

**Education** SNU, Seoul, South Korea  
Bachelor of Business Administration, Feb 2014  
International Business major and Accounting major  
GPA: 4.0

**Education** Seoul National University, Seoul, South Korea  
Bachelor of Business Administration, Feb 2014  
International Business major, Accounting major  
GPA: 4.0/4.5

## Example 2

**Education** Choongbook University, Korea  
Bachelor of Engineering, Feb 1978  
Chemical Engineering major

**Education** Chungbuk University, Chungbuk, South Korea  
Bachelor of Engineering, Feb 1978  
Chemical Engineering major  
GPA: 3.2/4.5

# SELF WRITING

## Example 3

**Education** Sejong University, Seoul Korea  
Bachelor of Hotel Management, going to graduate  
2014 fall  
Hotel Management major  
GPA: 3.7/4.2

**Education** Sejong University, Seoul, South Korea  
Bachelor of Hospitality and Tourism, Sep 2014  
Hotel Management major  
GPA: 3.7/4.2