

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)

Jina Oh

1306-6 Pagoda Tower Seocho-Dong, Seocho-gu, Seoul 157-388 South Korea

+82 10-1234-5678

jinaoh@gmail.com

Personal Information & Education

2) Education

Steps

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

GPA

- ①표기방법: 전 과목 평점, 만점 표기 할 것.
- ②Major 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