

영문 이력서 작성법



ENGLISH RESUME

Personal Information & Education

Work relate & Leadership Experience

Skills & Certificate or License & Languages

Resume Objective & Summary



References & Resume Layout

References & Resume Layout

1) References

참고

① 나를 'back up' 해 줄 수 있는 사람들이 모두 reference

② 2명 정도가 적합

* 한 명은 work related (previous boss/ colleague)

* 한 명은 personal (school professor / tutor)

③ Format : Full name (position)

Department/Place they work

Address

Telephone

Email

2) Layout

참고

① Margin:

Min: 1.27cm / 0.5"

Max: 2.54cm / 1"

② Font : Times New Roman

③ Size: 12pt Normally BUT minimum 10pt 예외)

Personal Information의 이름만 16pt

④ Left Side : Most Important

SELF WRITING

Example 1

Reference Dr. Gina Kim
Pagoda University
1306-6 Pagoda Tower Seocho-Dong, Seocho-Gu, Seoul
South Korea
Tel: 02-555-1111 Email. gina@pagoda21.com

Reference Dr. Gina Kim (Professor)
Lecturer in Marketing
Pagoda University
1306-6 Pagoda Tower Seocho-Dong,
Seocho-Gu, Seoul South Korea
Tel: 02-555-1111
Email. gina@pagoda21.com

Example 2

Reference See Yeon Lee (Mother)
Gyeonggi-Do Gwangmyeong-Si, Gwangmyeong 7-Dong,
Jungang Heights Apt. South Korea
Tel: 82+10-1234-5678
Email. lee@yahoo.co.kr

Reference See Yeon Lee (Mother)
Jungang Heights Apt., Gwangmyeong 7-Dong,
Gwangmyeong-Si, Gyeonggi-Do South Korea
Tel: 82+1111-2222
Email. lee@yahoo.co.kr

SELF WRITING

Layout Error 1

Gina Oh

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

82+10-1234-5678

gina@gmail.com

Objective

Seeking a full time position in marketing specialized in international branding using leadership, and creativity.

Education

Hongik University, Seoul, South Korea

Bachelor of Science in Business Administration, May 2012

International Business Management major, Marketing minor

GPA: 3.76/4.5

Major GPA: 4.19/4.5

Work Related

Experience

Pagoda Advertising, Seoul, South Korea

Intern, June 2009 – August 2009

- Determined trends to manage profitability and performance of TV commercials
- Explain the driving forces behind the trends of various property variables
- Monitor and analyze the current trend in Korea for launching new product marketing

Pagoda Foreign Language Institute, Seoul, South Korea

Teacher Assistant 2007(3 weeks summer) – 2008 (3 weeks summer and winter)

- Tutored middle school students in reading, listening, writing, and speaking to help them become better English communicators
- Tutored college students in all TOEIC to help develop fluency and accuracy in all contents
- Executed daily one hour one on one private sessions to enhance skills in vocabulary, grammar, and idioms

Leadership Experience

PAGODA Mentoring Program, Seoul, South Korea

Mentor, November 2008 – Present

- Provide resources and guidance to mentees in management peer learning experience

Pagoda University Rock Band , Seoul, South Korea

President and Guitarist, March 2006 – December 2008

- Performed at university functions for entertainment and to help raise money for the university
- Committed to practice twice a week even during exam periods for group rehearsals
- Performed at nursing homes and hospitals as charity work once a month.

Activities

Pagoda University Soccer, Member, Fall 2006 – Present

Asian American Cultural Center, Staff, August 2006 – Present

License

Computer: Microsoft Office, Microsoft Access, Windows (98, 2000, Me, XP)

Language

Fluent writing, reading, speaking Korean and conversational Spanish

Proficient Japanese and Basic Chinese

Reference

Dr. Gina Kim (Tutor)

Lecturer in Marketing

Pagoda University

1306-6 Pagoda Tower Seocho-Dong,

Seocho-Gu, Seoul South Korea

Tel: 02-555-1111

Email. gina@pagoda21.com

Sally Kim (Tutor)

Lecturer in Marketing

Pagoda University

1306-6 Pagoda Tower Seocho-Dong,

Seocho-Gu, Seoul South Korea

Tel: 02-555-1111

Email. sally@yahoo.com

Leadership Experience: PAGODA Mentoring Program, Seoul, South Korea

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Proficient Japanese and Basic Chinese**

Reference: Dr. Gina Kim (Tutor)

Lecturer in Marketing

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Dr. Lee Johnson (Tutor)

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Tel: 02-555-1111

Email. lee@pagoda21.com