

영문 이력서 작성법



ENGLISH RESUME

Personal Information & Education

Work relate & Leadership Experience



Skills & Certificate or License & Languages

Resume Objective & Summary

References & Resume Layout

Skills & Certificate or License & Languages

1) Skills : **team work** 또는 나의 끈기를 보여 줄 수 있는 것들을 증명!

- Steps**
- ① 활동 단체 명 (activity name) → **BOLD**
 - ② , (comma)
 - ③ 직위
 - ④ , (comma)
 - ⑤ 활동 기간 (Period)
- } 모두 한 줄에!!

e.g

Uconn Intramural Soccer, Member, Fall 2006-Present

2) Certificate or License

- 주의!**
- ① 한국 분들은 각종 “자격증” 이 너무 많아요 주의 요망!
 - ② 컴퓨터/ 업무 관련 이외의 자격증 금지!

e.g

Microsoft Office, Windows (O) **운전면허** (X)

- ③ 자격증 명 (The name of license) → **BOLD**: A, B, C

e.g

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

Skills & Certificate or License & Languages

3) Languages

참고 외국어 구사 정도 표기 시 아래 표현 참고

- * Fluent (유창)
- * Proficient (보통: 대화는 가능 토론은 안됨)
- * Basic (기초)

e.g

Fluent writing, reading, Korean and proficient in English and Japanese

SELF WRITING

Example 1

Activities **Soccer**, Member, Fall 2006 – Now
Basketball, Staff, August 2006 – Now

Activities **Pagoda University Soccer**, Member, Fall 2006 –Present
Asian American Cultural Center, Staff, August 2006 – Present

Example 2

Activities **Phoenix Park Snowboard Club**, Member, Jan 2000 Present
Tappers Tap Club, Member, March 2013 – Present
Harley Davidson Motor Cycle Club, Member, Jan 2000 – April 2010
Pagoda Book Club, Member, Jan 2000 – Jan 2001
Seocho Chess Club, Member, August 2006 – Present

Activities **Tappers Tap Club**, Member, March 2013 – Present
Seocho Chess Club, Member, August 2006 – Present
Phoenix Park Snowboard Club, Member, Jan 2000 – Present
Harley Davidson Motor Cycle Club, Member, Jan 2000 – April 2010
Pagoda Book Club, Member, Jan 2000 – Jan 2001

SELF WRITING

Example 1

License Microsoft Office
Microsoft Access
Windows (98, 2000, Me, XP)

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

Example 2

License **Accounting:** Computer Aided Tax Accounting License
Driving: Class Two Driver's License
Life Saving: License

License **Accounting:** Computer Aided Tax Accounting License
Life Saving License

SELF WRITING

Example 1

Language Fluent writing, reading, speaking Korean
Conversational Spanish
Proficient Japanese
Basic Chinese

Language Fluent writing, reading, speaking Korean and
conversational Spanish

Proficient Japanese and Basic Chinese

Example 2

Language Fluent Korean, conversational Japanese, proficient French
and Basic German

Language Fluent Korean, Proficient French, Conversational Japanese
and Basic German

SELF WRITING

Example 3

Language Good writing and reading English, poor English speaking

Language Fluent writing, reading, speaking Korean
Proficient writing, reading English but Conversational speaking English