

영문 이력서 작성법



ENGLISH RESUME

Personal Information & Education



Work Related & Leadership Experience

Skills & Certificate or License & Languages

Resume Objective & Summary

References & Resume Layout

Work & Leadership Experience

1st line 회사명, 회사위치 (city & country) → **BOLD**

e.g. **Pagoda Foreign Language Institute, Seoul, South Korea**

2nd line 직책, 기간 (Month & Year) → *ITALIC*

e.g. *Intern, June 2009 – August 2009*

3rd line Describe what you did

e.g. I did my duty ➡
I tackled my duties and out performed them.

SELF WRITING

Example 1

Work Related Experience

Starbucks Coffee

Barrister, June 2011 – August 2012

- Make Coffee
- Take order
- Clean the shop

Seven Eleven

Cashier

- Counter
- Sell things

Work Related Experience

Seven Eleven, Seoul, South Korea

Cashier, Sep 2012 – May 2013

- In charge of the register and managed the cash flow of each day
- Communicated with customers to seek their needs and wants

Starbucks Coffee, Seoul, South Korea

Barrister, June 2011 – August 2012

- Learnt to make coffee variations to suit the customer's needs
- Monitored and assisted in the hygiene and cleanliness of the store
- Collaboratively worked with other staff members to not delay orders

SELF WRITING

Example 2

Work Related Experience

English Teacher, Pusan, South Korea
Private Tutor, January 2012 – March 2014

- Teach English 2 times a week

SK Telecom, Pusan, South Korea
Intern, June 2013 – August 2013

- Market Research Helper
- Research trend in Korea

Work Related Experience

English Teacher, Busan, South Korea
Private Tutor, January 2012 – March 2014

- Executed two hour one on one private sessions twice a week to enhance skills in vocabulary, grammar, and idioms

SK Telecom, Busan, South Korea
Intern, June 2013 – August 2013

- Monitor and analyze the current trend in Korea for launching new product marketing
- Explain the driving forces behind the trends in Korea

SELF WRITING

Example 3

Work Related Experience

Quintiles, Seoul, South Korea

Nurse Educator, May 2009 ~

- Give required information to patients
- Tell patients about medicine being given
- Communicate with patients effectively

Work Related Experience

Quintiles, Seoul, South Korea

Nurse Educator, May 2009 – Present

- Coordinate and facilitate the connection between patients and program approved
- Provide direct educational training to patients on assigned medication.
- Foster appropriate dialogue between patient and health care provider

SELF WRITING

Example 1

**Leadership
Experience**

None



Example 2

**Leadership
Experience**

English Drama for me, Seoul, South Korea
Circle leader, November 2011 – Present

- Organize performance 2 times year
- Play at University Festival with members
- Organize practice time and practice
- Select good plays to do

**Leadership
Experience**

English Drama for me, Seoul, South Korea
Club Leader, November 2011 – Present

- Performed at university functions for entertainment and to help raise money for the university
- Organized rehearsal times with club members to suit everyone's availability
- Consistently on the lookout for good scripts and materials to base our performance on

SELF WRITING

Example 3

Leadership Experience

Seoul Catholic Choir, Seoul, South Korea

Choir Vice President, October 2008 – Present

- Performed at mass every week
- Organize rehearsal
- Sing at nursing homes and charity places every month
- Take charge when the President is not available

Leadership Experience

Seoul Catholic Choir, Seoul, South Korea

Choir Vice President, October 2008 – Present

- Commit to performing at mass on a weekly basis
- Adhere to practice twice a week for group rehearsals
- Performed at nursing homes and hospitals as charity work once a month.
- Collaborate with the President and members of the choir for effective practice and performances