

영문 이력서 작성법



# COVER LETTER

Why cover letter? / 1<sup>st</sup> Paragraph : Introduction

2<sup>nd</sup> Paragraph : Job Posting & Work Experience

3<sup>rd</sup> Paragraph : Summary

4<sup>th</sup> Paragraph : Gratitude & Closing

Etc : Greetings & Formatting



# Cover Letter Format

**Johnathan Paik**

1306-6 Pagoda Tower Seocho-Dong, Seocho-Gu,  
Seoul 157-388 South Korea  
82+10-4271-1293  
jpaik@gmail.com

Ms. Eun Cotier  
Pricing Support – Program Coordinator  
The Travelers Insurance Company  
One Tower Square  
Hartford, CT 06183

Re: Summer Personal Insurance Product Management Development Program Intern

Dear Ms. Cotier:

The magnificent symbol of the red umbrella provides customers with security and trust to the Travelers insurance company. The well-being of personal or business products is offered by a wide variety of insurances and surety products to myriad consumers. The considerable financial strength as well as the concept of controlling and evaluating personal and business risks grabbed my utmost attention to the summer internship of Personal Product Management Development Program.

The academic and social skills I obtain all derived from work related experiences as well as leadership experiences. The qualifications and the academic as well as social skills I have will be a positive asset to this program at Travelers. Through the summer internship experience at Korea Bond Pricing, I learned to cope and think internationally. Valuating multinational corporations as well as domestic companies abroad, enabled me to relate the academic skills from the University of Connecticut to the corporate environment at a global level. Moreover, my leadership involvement directly with the Travelers further developed my leadership skills. Working directly with a mentor from Travelers Education Access Initiative program enabled me to take initiatives in finding outside resources on current corporate news as well as build communication skills with a current employee at Travelers. In addition, spending an entire day at Travelers in a Job Shadow program further built the strong work ethic by getting involved with current projects in the Insurance Operation, Claims and the Outsourcing departments.

The internship position for the Personal Insurance Product Management Development Program correlates with the work related experiences and leadership qualities in which I obtain. I would appreciate an interview in order to approach the next steps in the Internship selection process. If you have any concerns, feel free to contact me directly via e-mail or phone at any time. I look forward to hearing from you soon. Thank you for your attention and consideration towards this letter.

Sincerely,  
Johnathan Paik

**closing**

# Greetings & Formatting

## Email vs. Hard Copy

### 1) Signature Block (기본 연락처)

**Email** Closing 이후 맨 마지막

EX)

Sincerely,

Jason Kim

jasonkim@gmail.com

+82-10-1234-5678

LinkedIn:

[linkin.com/in/jasonkim](https://linkin.com/in/jasonkim)

Twitter: JasonKim41

# Greetings & Formatting

## Email vs. Hard Copy

### 1) Signature Block (기본 연락처)

**Hard Copy** Greetings 이전 맨 앞

EX)

Jason Kim  
Pagoda Tower 1306-6  
Secho-Dong Seocho-Gu  
Seoul, South Korea  
82+10-1234-5678  
jasonkim@gmail.com

January 10, 2014

Dr. Michael Kane  
Senior Engineering Manager  
Google Inc.  
1234 Kemingham St.  
Hartford, CT 06479  
USA

Dear Dr. Rhodes,

## Email vs. Hard Copy

### 2) Signature

#### Types

- ① Email : X
- ② Hard Copy : closing 멘트와 본인 성명 사이

EX)

Best regards,

(handwritten signature)

Jason Kim

# Greetings & Formatting

## Margin

### 여백

- ① 모든 margin은 left-margin!
- ② Microsoft Word: 위, 아래, 왼쪽, 오른쪽 모두 2.54cm
- ③ Hard Copy: 위, 아래, 왼쪽, 오른쪽 모두 3.81cm
- ④ 여백 줄이기: 최소 1.27cm
- ⑤ 글씨체: Times New Roman > Arial > Calibri
- ⑥ 글씨 크기:
  - Research = 10-12pt is okay
  - 12pt = Best Choice
  - 11pt = Minimal

# Practice

## Signature Block

### 1) Email

이름

이메일 주소

전화번호

LinkedIn주소 (optional)

Twitter ID (optional)

### 2) Hard Copy

이름

집주소

전화번호

이메일 주소

Month, Day, Year

Mr./Ms./Mrs./Dr. Firstname Lastname

Title/Position (직위)

Company name (회사명)

Company address (회사 주소 + 받는 분의 부서)

# Practice

## Greeting Expressions

### 1) 받는 사람이 누군지 알 때

Dear + Mr./Mrs./Ms./Dr. + First name, Last name

EX)

Dear Dr. Kevin Martin:  
(Most formal)

Dear Mrs. Diana Taurasi,  
(Formal)

### 2) 받는 사람이 누구인지 정확히 모를 때

EX)

(X) Dear Sir,  
Dear Madam,  
To whom it may concern:

(O) Dear Pagoda recruiter,  
Dear Hiring manager,

# Practice

## Closing Expressions

### 1) Standard Email

Sincerely,  
Best regards,  
Kind regards,  
Warm regards,  
First name Last name

### 2) Cover Letter

Your truly,  
Sincerely yours,  
Respectfully,  
Cordially,  
First name Last name

# Practice

## Closing Examples

### 1) Cover Letter Email

Sincerely yours,

Jason Kim

jasonkim@gmail.com

82+10-1234-5678

LinkedIn:

[linkedin.com/in/jasonkim](https://www.linkedin.com/in/jasonkim)

(optional)

Twitter: JasonKim41 (optional)

### 2) Cover Letter Hard Copy

Your sincerely,

*Hand-printed signature*

Jason Kim