

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**

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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.

## Work Experience

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  
Johnathan Paik

# Job Posting & Work Experience

## Job Posting

### 1) Job Posting 주요 동사, 명사, 형용사 꼼꼼히 분석하기

참고

Example of a job posting

#### DO YOU WORK WELL UNDER PRESSURE?

We are seeking a goal-oriented individual to join our high energy, fast paced environment. The right individual should be able to achieve budgeted revenue goals and be responsible for new sales/product development as a **MARKETING CONSULTANT**. Successful candidate will be responsible for advising as well as formulating marketing strategies in order to help launch their clients' products and services effectively, while also collaborating with clients' advertising needs to create successful and unified advertising plans. **Excellent verbal and written communication skills** are essential. We offer an excellent benefits package. If you are interested in being part of our Team, please send your resume and salary requirements to: Send resume to Blind Box OA-3823, P.O. Box 2952, Odessa, Texas 79760.

# Job Posting & Work Experience

## Work Experience

### 2) Your Experience & Accomplishments

#### 참고

- ① 지금까지 달성 한 목표
- ② 인턴십 및 사회 경험
- ③ job posting' 의 position에 언급된 본인의 장점들과 연결

#### Experience & Accomplishments 핵심단어 —————

- high energy, fast paced environment  
→ accelerated, spearheaded, fueled, quick learner
- achieve budgeted revenue  
→ analytic, number-oriented
- New sales/product development  
→ differentiated, diversified, innovated, demonstrative,  
take initiative
- Excellent verbal and communication skills  
→ network skills, balanced, candid, tailored

# Job Posting & Work Experience

## Example Paragraph

The academic and networking 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 become analytic and relate the academic skills from the University of Connecticut to the accelerated 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 balanced and tailored 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.

# Practice

1. The academic and networking skills I obtain all derived from work related experiences as well as leadership experiences.

The technical proficiency, analytical skills and detail-oriented mind

I obtain all derived from work related experiences as well as leadership experiences (Engineering)

2. Valuating multinational corporations as well as domestic companies abroad, enabled me to become analytic and relate the academic skills from the University of Connecticut to the accelerated corporate environment at a global level.

Analytic: “conceptual, illustrative, integrative, original”

(Art & Performance)

Accelerated: “competitive, creative, challenging”

(General industry)

# Practice

3. Working directly with a mentor from Travelers Education Access Initiative program enabled me to take initiatives in finding outside resources on current corporate news.

Take initiatives: “persuade buyers, reach a sales target of \$ \_\_\_\_\_, win over contracts” (Sales)

# SELF WRITING

## 2<sup>nd</sup> Paragraph : Work Experience

1. The academic and networking skills I obtain all derived from work related experiences as well as leadership experiences.

The \_\_\_\_\_ I obtain all derived from work related experiences as well as leadership experiences.



### Note!

- interpersonal: 대인관계에 관련된
- language: 언어

# SELF WRITING

2. Valuating multinational corporations as well as domestic companies, abroad, enabled me to become analytic and relate the academic skills from the University of Connecticut to the accelerated corporate environment at a global level

Valuating multinational corporations as well as domestic companies abroad, enabled me to become \_\_\_\_\_ and relate the academic skills from ABC University to the \_\_\_\_\_ corporate environment at a global level.



## Note!

- considerate → considerate as well as caring
- flexible → rapidly-changing

# SELF WRITING

3. Working directly with a mentor from Travelers Education Access Initiative program enabled me to take initiatives in finding outside resources on current corporate news.

*Working directly with a mentor from Travelers Education Access Initiative program enabled me to \_\_\_\_\_ in finding outside resources on current corporate news.*



Note! \_\_\_\_\_

- codeS
- settingS