

# 멀티미디어전공영어

영어 이력서 작성하기

(학생들의 강의 참고를 위해서 일부 내용을 인터넷에서 발췌함. 저작권은 각  
사이트에 있음)

순천대학교 멀티미디어공학과

오원근 교수

# 1. Job positions Announcement

## 1.1 Sample 1

Dear Student,

Are you interested in working part time during the semester?

Our market research program offers competitive payment for participants in simple on-line surveys and evaluations. Our Internet-based program is designed as a part-time job with a flexible schedule.

Please feel free to e-mail me back for details. I look forward to hearing from you.

Best regards,

A\*\* \*\*\*\*\*

## 1.2 Sample 2

Dear Student,

I would like to invite you to our research program: a nationwide project helping college students earn extra cash, by taking part in online evaluations and surveys.

You will help market research companies by providing your opinions on topics such as current events or on the products and services that you use every day. Your answers will help shape the products and services of tomorrow. Our web-based program is designed as a part-time job in which you set your own schedule.

If you are interested in taking part in our program, I would be happy to provide you with details.

Best regards,

A\*\* \*\*\*\*\*

EduResearch

## 1.3 Sample 3

Sr. Software Engineer/Atlanta Next generation technology!! Call R\*\*\* 770-604-0006 or email M\*\*\*

Make your career a winning one when you join a leading company whose products are winning product of the year in their industry! Relax in a laidback atmosphere and feel right at home in a very technical environment alongside a close knit team. There will be heavy interaction and collaboration between departments, so you'll never have a boring day.

Your focus in this position is to help push the company's unique technology to the next level. Working with a small team, you will help improve the existing tools and supporting applications and participate in the development of their next generation tool. You will be involved in all phases of the software development lifecycle, which will include, definition, implementation, and integration of advanced software algorithms, development and maintenance of a graphical data visualization applications, and development and maintenance of system diagnostics and support utilities.

You must have:

C++, C#, .Net, Visual Studio

Receive these benefits:

Medical, Dental, 401K, 3 Weeks Vacation

R\*\*\*

IT Search Executive

Ashley Ellis, LLC.

[참고] have the time vs. have time

### 1. the time

do you have the time (*spoken*)

can you tell me what time it is *Do you have the time? I forgot my watch.*

### 2. time

"Do you have time tomorrow"

"Will you ~"

"Would you~",

They are all correct. The only difference is emphasis. the first is more immediate, the second is almost imperative and the third implies "at your convenience".

## 1.4 Sample 4

Company: Georgia Tech Research Institute / Landmarc Group

Job Type: Part-time

Location: Atlanta, Ga (on campus)

How to Apply: Please send your resume to [Land@email.com](mailto:Land@email.com) for consideration.

Job Description:

Are you a student looking for an opportunity to contribute to real R&D projects while getting paid?

Do you have any of these skills?

C++

Objective CC++

iPhone Programming

ActionScript/Flex

C# and .Net

J2EE Web Development

Jsf, Struts, DotNetNuke, etc.

Embedded/PIC Programming

Windows Mobile

Are you a U.S. Citizen?

If so, we offer a flexible work schedule and compensation commensurate with your student status and experience (including GRAs for Graduate Students).

For Complete Job Details Visit:

<http://www.landsoftware.com>

## 2. Cover Letter, Resume, and Curriculum Vitae

### ■ 커버 레터

1. 미국과 유럽에는 Resume(이력서)를 제출할 때는 편지를 써서 이력서와 함께 동봉하는데, 이를 "Cover Letter" 라고 한다. Cover Letter는 매우 중요하며 정성 들여 작성하여야 한다.
2. 미국 유럽의 회사에는 별도의 자기 소개서라는 양식은 없으며, 커버 레터가 이를 대신한다.
3. 만일 커버 레터 없이 Resume만 보낸다면 결격 사유가 되며, 불합격의 요인이 될 수 있다.

### ■ 커버 레터의 작성 원칙

1. 커버 레터의 수신인은 특정인을 명기해야 한다. 수신인을 "To whom it may concern" 이라고 쓰며 결례이며, 담당자 이름이나 최소한 '인사 담당 부서 (Department of Human Resources)' 또는 '인사 담당자(Personnel manager)로 명기해야 한다.
2. 담당자들은 참고도서 자료에서 발췌된 정형화된 문장을 쉽게 발견해 낸다. 이렇게 무성의하게 작성된 커버 레터는 인사담당자가 Resume도 건성으로 읽을 가능성이 높다. 다소 서투른 부분이 있을 지라도 자신만의 내용을 담는다.
3. 대졸자가 처음 낸 Resume나 Cover Letter라고 해서 대충 넘어가고 이해해 주지 않는다. Resume와 Cover Letter를 넣은 봉투에서부터 용지의 사이즈에 이르기까지 외형적인 면과, 서류의 format에 이르기 까지 반듯한 인상을 주도록 노력해야 한다.

### ■ 커버 레터 작성시 유의사항

1. A4 말고 미국 규격 Letter지를 사용하며 종이질은 고급으로 쓴다.
2. 분량은 1페이지를 넘어서는 안되며 세 단락 정도로 나누어서 작성한다.
3. 반드시 검정색 타이핑을 하고 절대로 복사한 사본을 제출해서는 안된다.
4. 타이핑시 보기 좋게 여백을 둔다.

# 3. Cover letter

## What is a Cover Letter?

Before you start writing a cover letter, you should familiarize yourself with the document's purpose. A cover letter is a document sent with your resume to provide additional information on your skills and experience.

The letter provides detailed information on why you are qualified for the job you are applying for. Don't simply repeat what's on your resume -- rather, include specific information on why you're a strong match for the employer's job requirements. Think of your cover letter as a sales pitch that will market your credentials and help you get the interview. As such, you want to make sure your cover letter makes the best impression on the person who is reviewing it.

A cover letter typically accompanies each resume you send out. Employers use cover letters as a way to screen applicants for available jobs and to determine which candidates they would like to interview. If an employer requires a cover letter, it will be listed in the job posting. Even if the company doesn't ask for one, you may want to include one anyway. It will show that you have put some extra effort into your application.

## What to Include in Your Cover Letter

A cover letter should complement, not duplicate, your resume. Its purpose is to interpret the data-oriented, factual resume and add a personal touch to your application for employment. Find out more about the differences between a resume and a cover letter to make sure you start writing your cover letter with the correct approach.

A cover letter is often your earliest written contact with a potential employer, creating a critical first impression. Something that might seem like a small error, like a typo, can get your application immediately knocked off the list. On the other hand, even if your cover letter is error-free and perfectly written, if it is generic (and makes no reference to the

company, or to any specifics in the job description) it is also likely to be rejected by a hiring manager.

Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences. Determine relevance by carefully reading the job description, evaluating the skills required and matching them to your own skills.

Think of instances where you applied those skills, and how you would be effective in the position available.

Review a list of what to include in a cover letter for a job before you get started.

## **What to Leave Off Your Cover Letter**

There are some things that you don't need to include in the cover letters you write. The letter is about your qualifications for the job, not about you personally. There is no need to share any personal information about yourself or your family in it. If you don't have all the qualifications the employer is seeking, don't mention it. Instead, focus on the credentials you have that are a match. Don't mention salary unless the company asks for your salary requirements. If you have questions about the job, the salary, the schedule, or the benefits, it's not appropriate to mention them in the letter.

One thing that's very important is to not write too much. Keep your letter focused, concise, and a few paragraphs in length. It's important to convey just enough information to entice the hiring manager to contact you for an interview.

If you write too much, it's probably not going to be read.

## 4. Cover Letter Samples

### 4.1 형식

Your Contact Information

Name

Address

City, State, Zip Code

Phone Number

Email Address

Date

Employer Contact Information (if you have it)

Name

Title

Company

Address

City, State, Zip Code

Dear Mr./Ms. Last Name,

Cover Letter Greeting

Note: If you do not have a contact name, you can skip the salutation entirely. Or, you can use Dear Hiring Manager, To Whom It May Concern, or one of the other examples listed in the link. Ideally, you will be able to address your cover letter to a specific person. Doing research can help you figure out who is the most appropriate person to receive the letter. Note: If you do not know the gender of your contact, you can write out the person's full name, e.g., "Dear Cory Smith" or "Dear Jordan Parish."

Body of Cover Letter



The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up. Organize the body of your cover letter into the following paragraphs:

#### First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

#### Middle Paragraph(s)

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Think of this section of the cover letter as where you're making a pitch for your fit as an employee and show makes you a great candidate. Keep in mind that employers will be more interested in what you can do for them, than a list of your background. Make the connection between your qualifications and the job requirements clear. Use this section to interpret your resume—don't repeat from it verbatim.

#### Final Paragraph

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. Optionally, you can briefly restate why you would be a good fit for the position.

#### Complimentary Close

Respectfully yours,

Signature

## 4.2 Sample

John Donaldson  
8 Sue Circle  
Smithtown, CA 08067  
909-555-5555  
[john.donaldson@gmail.com](mailto:john.donaldson@gmail.com)

Date

George Gilhooley  
XYZ Company  
87 Delaware Road  
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at [john.donaldson@gmail.com](mailto:john.donaldson@gmail.com) or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

John Donaldson

# 5. Resume

## Review the Purpose of a Resume

Think of a resume as “self-advertisement” that sums up your experience on one page. Your resume is one of the most important pieces of your job application. It gives the hiring manager an overview of the qualifications you have for the job for which you’re applying.

You should also familiarize yourself with the difference between a resume and a cover letter:

- A resume is typically sent with a cover letter, which is a document that provides additional information on your skills and experience in letter form.
- A resume is a concise, often bulleted summary, while a cover letter highlights and expands on certain traits or accomplishments that would be unique or ideal assets for the particular job.

## Resume types

- Chronological - The most common resume type, in which you list your work experience in reverse chronological order, from the most to the least recent.
- Functional – A functional resume focuses on your skills and abilities rather than your work history.
- Combination – This type of resume lists your skills and experience before your employment history.

# 6. Resume Examples and Writing Tips

## 6.1 Engineer Resume Example

**Kenneth R. Zajac**

8999 Lantree Dr ~ Howell, MI 48855

Home: (517) 555-1111

Mobile: (734) 666-1111

Email: krzajac@email.net

### SUMMARY OF QUALIFICATIONS

Extensive experience in engineering and management, research and development, leadership and mentoring, and test and problem solving. My engineering forte is in electrical/electronic and automated test systems. Expert at analyzing and solving the most complex of problems. My solutions have saved over \$23,000,000 in costs to date. Self motivated professional, capable of working independently or as part of a team.

### PROFESSIONAL EXPERIENCE

#### **Advanced Technology, Livonia, MI**

*Chief R&D Engineering Technologist, 20XX to Present*

- Conduct Six Sigma and Lean Six Sigma projects to reduce engineering rework, reduce project lead times, reduce warranty costs, improve processes, and improve product quality and manufacturability.
- Research, develop, and implement all technologies, products, standards, procedures, and processes including engines/transmission control, custom data acquisition, and NVH testing systems.

*Chief Controls Engineer, 20XX to 20XX*

- Managed a group of 20+ engineers including hiring, performance review, daily supervision, salary administration, mentoring, and training.
- Worked as part of a multi-national/multi-site team to develop, document, and implement standards for engineering design and practices.
- Developed and administered engineering concept, preliminary, and final design review processes.

*Senior Project Engineer, 19XX to 19XX*

- Analyzed testing requirements of various products. Proposed and implemented methods and equipment that would detect defects introduced during the production process.
- Provided expert resolution of the most troublesome of electrical interference issues.
- Designed and implemented custom electronic circuits for signal conditioning, data acquisition, and control functions.
- In charge of control and maintenance of the laboratory. Accountable for the distribution, calibration, and repair of test equipment and laboratory facility.

**Ford Motor Company, Dearborn, MI.**

*Electrical Engineer, 19XX to 19XX*

- Serviced, repaired, and designed engineering of controls systems for factory automation in the Metal Stamping Division.
- Specified and approved the purchase of automation equipment from suppliers.
- Designed and implemented custom electronic circuits for signal conditioning, data acquisition, and control functions.

**EDUCATION**

**Ferris State University, Big Rapids, MI.**

- Bachelor of Science, Electrical & Electronic Engineering

**Michigan Manufacturing Technology Center Plymouth, MI.**

- Certified Six Sigma Black Belt

## **6.3 Computer Engineer / Programmer Resume Example**

**FirstName LastName**

Street

City, State, Zip

(555) 555-5555

name@email.com

### **EXPERIENCE**

#### **Computer Company, Software Engineer**

*August 'XX - present*

Software Engineer. Duties include developing current release using C++ and Java; assisting in design of next release (J2EE); traveling to standard meetings at SNIA SMIS-S to represent Company Soft Manager; traveling to SNW, a semi-annual consumer conference, to showcase product; and working closely with new developers in India Tech Center.

#### **Computer Company Training Program**

*June 'XX - August 'XX*

Member of the Computer Company Bootcamp program, an intensive three-month training program for choice software engineers. The program covered advanced topics in software engineering, SQL, C++, J2EE, XML, Windows 2000 Server, Unix, UML, and various company products.

#### **Consultant**

*January 'XX - June 'XX*

Consultant for high school in the outer Boston area.

Tutored the programming instructors for the AP programming class in the Java programming language. Helped to set up development environment for the classroom.

### **Company Inc, Software Engineer CO-OP**

*January 'XX - September 'XX*

Developer. Worked on new functionality in the 7.0 release of the Company Dynamic Sourcing Engine. Developed in C++ in Unix and Windows Visual Studio. Also worked on a solo project to add multithreaded capabilities to Company's engines.

### **TECHNICAL**

**Languages:** C++, Java, C, ASP.NET, SQL

**Applications:** MS Visual Studio, Eclipse

**Application Server:** JBoss, Tomcat

**Operating Systems:** Windows, Unix, Linux

**Database Systems:** SQL Server, MySQL

**Certifications:** CCNA, Unicenter Certified Engineer

### **EDUCATION**

**ABC College**, Troy, NY, May 20XX

Major: Computer Science, Minor: Management

### **ACTIVITIES**

**Brother of Delta Chapter of Delta Chi Fraternity**

- President (January 20XX - May 20XX)

- Scholarship winner at Delta Chi Leadership Conference

**Member of College varsity football team (Sept. 20XX - Dec. 20XX)**