

# [Education Session] 영문 Resume Writing Techniques

6<sup>th</sup> Week

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***Education Session Manager***

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1. 인턴십 사이트	2
2. Resume의 목적	3
3. 기본개요	4
4. 좋은 예시	10
5. 공통 사항	11
6. 피해야 할 표현	12

온라인 source를 이용하여 다양한 채용 정보를 얻을 수 있습니다.

1

## 연세대 경력개발센터

- 가장 많이 참고하게 될 사이트!
- 다양한 채용정보 열람 가능
- ID가 있어함 (ID 같은 경우 친구 혹은 주위 지인 것을 빌리면 됨)
- <http://career.yonsei.ac.kr/>

2

## KKB

- 1번과 함께 많이 사용하게 될 사이트!
- 금융업종에 focused된 인턴십 정보
- 각종 후기 및 컨설팅 서비스 제공 (회원 간)
- <http://cafe.naver.com/kkbjob>

3

## FCB 트레이닝 스쿨

- 각종 인터뷰 질문 및 금융권 focused된 자료들 공유
- IB / 컨설팅 인턴십 및 채용 정보 제공 (1번, 2번에 비해 정보 부족)
- <http://cafe.naver.com/financecareerbib>  
le.cafe

4

## 서울대 경력개발센터

- 각종 인턴 및 채용 공고가 올라와 있음
- 로그인에 필요하므로 제목만 확인하고 인터넷에서 검색하는 식으로 하거나 지인의 아이디를 빌리면 됨.
- <http://career.snu.ac.kr/>

5

## 스펙업

- 대기업 공채 위주의 다양한 정보 제공
- 각종 스터디 모임 및 번개 모임도 가능
- <http://cafe.naver.com/specup>

6

## 서울대 경영대 취업게시판

- 다양한 업종의 채용정보 제공
- 취업 Q&A 같은 경우 각종 자격증 및 다양한 정보에 대한 토론 진행
- 4번에 비해 정보 부족
- <http://cba.snu.ac.kr/ko/job-postings>

7

## KAIST 경력개발센터

- 주로 제조업 혹은 전산 관련 회사에서 채용 공고를 많이 올림
- 금융권 / 컨설팅을 노린다면 사용하지 않아도 될 사이트
- <http://career.kaist.ac.kr/>

8

## KFAC 싸이클럽 / 홈페이지

- 선배님들이 올려주시는 소중한 자료들!
- 어떻게 보면 가장 확실한 기회
- **Only available to those who are members of KFAC**
- <http://club.cyworld.com/kfac-kaist>
- <http://kfac.kr>

9

## KFAC 페이스북 페이지

- 선배님들이 올려주시는 소중한 자료들!
- 어떻게 보면 가장 확실한 기회!
- **Only available to those who are members of KFAC**

# Resume의 목적

**이력서 (Resume)** : 자신의 이력을 적은 문서를 말함

**Resume**: A brief account of one's professional or work experience and qualifications, often submitted with an employment application



## Resume의 주요 목적

### 인터뷰를 갖기 위함

- 인턴십을 구할 시 인터뷰 과정에 진출하기 위한 서류 제출 전형
- 자신의 능력을 어필하는 서류

### 프로젝트 수행 능력 증명

- 서류 검토 시 회사측에서 해당 지원자의 업무 수행 능력을 판단
- 인사 담당자가 지원자의 업무 수행 가능 여부를 판단

### 자신의 커리어 확인

- 서류 전형에 합격하지 않더라도 본인이 직접 자신의 Resume를 작성함으로써 자신의 장단점을 파악할 수 있음
- 향후 자신이 어느 분야에 진출할지에 대한 생각도 더 할 수 있음

## Contact Information

## Education

## Work Experiences

## Leadership Roles & Extracurricular Activities

## Awards & Honors, Additional Information

### JI WOONG KIM

3561 LORNE AVENUE APT 34 · MONTRÉAL · QC, H2X 2A4 · 438-822-5613  
JI-WOONG-KIM@MAIL.MCGILL.CA

#### EDUCATION

McGill University — Montreal, QC, Canada 2006 – Present  
*Bachelor of Commerce, Joint Honours in Economics and Finance Program*  
▪ Cumulative GPA: 3.67/4.0  
▪ Honours: Hugh Brocks Scholarship (2006-2009), Le Prix d'excellence du CEFA (2007)  
▪ Thesis: *Assessing the Relationship between Exchange Rate and Cross-border M&A Activities: Evidence from Japan* (2012)

#### WORK EXPERIENCE

Morgan Stanley — Tokyo, Japan Summer 2011  
*Summer Analyst, Investment Banking Division – General Industries Group / Technology, Media & Telecom Group*  
▪ Received a full-time return offer (Investment Banking Analyst Program: Class of 2012)  
▪ Performed DCF and comparable valuations for an ongoing M&A project with a deal size of USD 1.2 billion  
▪ Prepared pitchbooks on M&A opportunities in steel, manufacturing, technology and media sectors  
▪ Performed an EPS analysis on a potential M&A transaction while adjusting for the differences in US and J-GAAP

Republic of Korea Army — Youngcheon, South Korea 2009 – 2011  
*Squadron Leader (Sergeant) & Cadet Trainer, Korea Army Academy*  
▪ Managed and led discussions in the English tutorial sessions consisting of 25 to 30 cadets  
▪ Supervised a cadet trainers' unit of 8 enlisted men in regular training exercises  
▪ Monitored the squadron's productivity, health, and morale to stimulate unit solidarity

PricewaterhouseCoopers — Seoul, South Korea Summer 2008  
*Summer Accountant, Assurance Division*  
▪ Prepared consolidated financial statements for E-Land Group in English and Korean  
▪ Analyzed a Japanese ski resort's value and industry trends to prepare an M&A teaser report  
▪ Audited a client company to test the validity and accuracy of its financial statements

Daishinsha — Osaka, Japan Summer 2007  
*Product Sales Intern, Business Solution Division*  
▪ Cold-called and convinced client companies to use Daishinsha's service to advertise their job offerings

#### POSITIONS OF RESPONSIBILITY

McGill Korean Professional Association — Montreal, QC, Canada 2011 – 2012  
*Founder & President*  
▪ Arranged the funding and logistics involved in the founding of a new student group  
▪ Organized seminars and alumni events to consolidate the business network among the Korean students

McGill Classical Music Club — Montreal, QC, Canada 2006 – 2009  
*V/P Finance (2007-2009), V/P Communication (2006)*  
▪ Managed and allocated a \$1,500 annual budget for concert outings and social events  
▪ Organized annual talent shows, and initiated a chamber music group in response to members' demand

#### SKILLS & INTERESTS

Finance ▪ GARP FRM : Passed Level 1 (May 2010) and Level 2 (November 2010)  
Language ▪ Fluent in Korean, Japanese, and English  
▪ JLPT Class N1 · CBT TOEFL: 277/300 · TOEIC: 990/990  
IT Proficiency ▪ Microsoft Suite, STATA, Photoshop, Bloomberg, Capital IQ, Factset, Mergermarket  
Interests ▪ Amateur flutist, baseball, classical music, and traveling



지원자의 가장 기본적인 인적 사항이 들어가는 공간이며, 해당 부분을 작성할 시에는 공간을 최대한으로 절약하는 것이 좋다.

1

- Full name
- Address (local/permanent)
- Phone number (local/permanent)
- e-mail address/personal web page (optional)

## Seungmin Mark Kim

**Address:** #101-605, Hanyang Apts., Hongjae1-dong, Seodaemun-gu, Seoul 120-782, Korea

**E-mail:** Seungmin.M.Kim@gmail.com / **Mobile:** (+82) 10-9985-8709

## Hyosoo Park

**Address:** Mokdong APT 607-302, Yangcheon-gu, Seoul, Korea

**E-Mail:** hyosoo.park@gmail.com      **Mobile:** +82-10-9275-9566

## Danny S. Kim

109-1304, LG Village  
Sungbok-Dong, Yongin, Korea

Mobile: +82-10-4729-3375  
Email: daniel.sm.kim@gmail.com



본인의 학력에 대해 기술하는 부분이며, 기본적인 정보만 기술해주면 충분하다. 지나치게 많은 내용을 담으려고 노력하지 않아도 된다.

2

- Institution/degree/concentration
- Relevant courses/class projects
- Academic performance (i.e., GPA)
- Publications
- Honors/special certificates
- Professional organizations

## EDUCATION

March 2004 - August 2011	<b>Korea University</b> <i>Bachelor of Business Administration (Completed in June 2011)</i> - Cumulative: 3.87/4.50 (Major GPA: 4.21/4.50) - Won scholarships for two consecutive semesters	Seoul, Korea
August 2009 - December 2009	<b>University of Toronto, Rotman Commerce</b> <i>Exchange Student</i>	Toronto, Canada
Summer 2008	<b>Harvard University Summer School</b>	Massachusetts, United States

## EDUCATION

2004.3-present	<b>Seoul National University</b> (B.A. candidate of Industrial engineering, GPA: 3.15/4.3) • Academic national scholarship recipient in 2004-2010 (8 semesters with full scholarship) • Focused on <b>exceptional practical experiences</b> as following below • President of Industrial engineering student committee in 2006	Seoul, Korea
2005.6-2005.8	<b>U.C. Berkeley Extension at HAAS Business School</b> (GPA: 3.7/4.5)	C.A., United States



실질적으로 Resume에서 가장 중요한 부분이며, 자신의 인턴경력에 대한 내용을 기술하는 파트이다. 회사측에서 지원자의 업무 이해도를 평가하는데 사용한다.

- 3
  - Name of employer
  - Location
  - Dates
  - Title
  - Brief job description – focusing on what, how and your gains
  - Level of responsibility

June 2010 -  
August 2010

**Lazard Asset Management**

**New York, United States**

Summer Analyst, Emerging Market Investment Team

- Developed an investment thesis and a valuation model for 'Seoul Semiconductor (046890 KS)' which was presented as an actual investment recommendation to analysts and portfolio managers
- Obtained a thorough understanding of equity analysis process by writing investment memos for 22 stocks in the Korea Fund with respective company descriptions, quantitative data, investment points and risks
- Assisted analysts and portfolio managers with conducting researches on ad-hoc projects
  - Called a sell-side analyst in Mumbai to clarify changed business model of 'Educomp' and confirmed the company's accounting method validation
  - Prepared for 11 company visits and IR meetings and wrote up investment action recommendation for 'LG Healthcare & Households' to an analyst by analyzing the company's PEG ratio





대외활동에 대해 기술하는 부분이며, 리더십 역할을 수행하였다면 이를 기록하는 것도 잊지 말도록 한다. 지원하는 부서와 연관된 대외활동을 수행하였다면 플러스 요인이 된다.

4

- Name of activity/affiliations
- Location
- Dates
- Title
- Brief role description
- Level of responsibility

2008.1.-2009.12. **C.STAGE** (Pro Bono consulting club), *Founder and President* Seoul, Korea

Founded C.STAGE to help small and medium sized enterprises (SMEs) solve their business problems

- Won **13** consulting contracts from SMEs and small municipal governments and conducted **11** projects as a project manager (**64%** of C.STAGE clients have requested the contract extension)
- Developed an in-store merchandising guidebook for the small businesses with advice from the CEO of a leading drugstore franchise MATSUMOTO KIYOSHI in Japan

2009.7.-2010.6. **SWEET PROPOSE** (Propose event restaurant), *Restaurant Owner* Seoul, Korea

Restructured a small restaurant that nobody knew to the most popular one in Korea

- Acquired a propose event restaurant and increased monthly revenue by **250%** by initiating highly effective online advertisement and celebrity marketing
- Sold the café back to the owner after the successful turnaround ; ROI at the point of sale was over **567%**



각종 수상경력 및 기타 사항에 대해 기술하는 부분이며, 만약 인사담당자와 공통된 관심사가 있으면 플러스 요인이 된다.

5

- Short
- Insightful
- Differentiated from others

## ADDITIONAL INFORMATION

Languages	Korean, Proficient in English	Certification	CFA Level II Candidate
Computer Skills	MS Office, Excel VBA, Bloomberg, C++ and JAVA	Military Service	Substituted by working in ZEROIN
Interests	Baseball (shortstop of <i>KAIST Swings</i> ), Golf, Tennis and Motorcycle		

## SKILLS & OTHERS

Language Skills	Fluent in English, Korean (mother tongue)
Technical Skills	Financial Modeling, Bloomberg, Thomson DataStream, Factiva, Quantiwise7, Microsoft Office Suite
Interests	Travelling, Snowboarding, Playing golf
Others	Chartered Financial Analyst (CFA) Level 2 Candidate; passed Level 1 exam in December 2009

## ADDITIONAL INFORMATION

Languages	<b>Korean, Fluent in English</b>	Computer Skills	<b>Excellence in PowerPoint, Excel (VBA), SPSS</b>
Others	<b>MCSA</b> (Management Consulting Student Association), <b>Business Incubator</b> (In the Law Firm "SU"), <b>FRM</b>		
Interests	<b>Drums</b> (Led rock band Y-ROTS for 9 years), <b>Wrote a book 「FAST READING」</b>		

## LEHMAN BROTHERS

Summer Associate, Investment Banking Division  
Summer, 2007

Hong Kong, China / Seoul, Korea

Summer 2007 / Summer 2006

- Preliminary advisory for Financial Sponsor on acquisition of controlling stake in \$2B broadband internet telecom company
    - Performed LBO analysis, DCF, transaction/trading comps valuation and provided industry benchmark analysis
  - Executed from kick off to launch a \$88M 11.158% Senior Secured note offering in midst of subprime fluctuations as sole book runner for Davomas, a \$300M Indonesian Cocoa Processor
    - Performed in-depth DD including onsite visit. Oversaw DCF/IRR and credit stats analysis. Co-worked with DCM and external advisors on drafting credit agency presentations, committee review, offering circular and transaction documents
  - Preliminary valuation advisory for Financial Sponsor on PIPE investment in \$1B cable network/media holding company
- Summer, 2006 - *Proactively approached HR personnel at banks and gained opportunity to experience banking as pre-MBA intern*
- Assessed firm's Principal Investment opportunity. Drafted committee presentation. Led four interns on evaluative analysis

## Morgan Stanley — Tokyo, Japan

Summer 2011

*Summer Analyst, Investment Banking Division – General Industries Group / Technology, Media & Telecom Group*

- Received a full-time return offer (Investment Banking Analyst Program: Class of 2012)
- Performed DCF and comparable valuations for an ongoing M&A project with a deal size of USD 1.2 billion
- Prepared pitchbooks on M&A opportunities in steel, manufacturing, technology and media sectors
- Performed an EPS analysis on a potential M&A transaction while adjusting for the differences in US and J-GAAP

## Dec 2009 - GYEONGGI PROVINCE TRADITIONAL MARKET PROJECT

Uijeongbu, Korea

May 2010 *Finance Director – Led 32 project team members within budget planning & execution area*

- Proposed revitalization project for traditional market against rapid growth of supermarket chain industry and raised KRW 310M from Moon-soo Kim, the Governor of Gyeonggi Province, as a finance director
- Executed the project with the initial set amount of budget by resolving the discrepancies on the budget required between the team and Je-il market executives through 30+ meetings
- Held spotlights from KBS, MBC, SBS, 8 newspapers and a documentary (broadcasted on MBC, June 8<sup>th</sup>, 2010)

보기 좋은 format으로 읽는 사람의 관점에서 작성해야 하는 것은 당연하다. 글씨체는 주로 Times New Roman 혹은 Arial을 사용한다.

Leadership	Quantitative / Analytical	Management skills	Teamwork	Drive for results	Communication skills
<i>Coached</i>	<i>Analyzed</i>	<i>Administered</i>	<i>Assisted</i>	<i>Built</i>	<i>Authored</i>
<i>Conducted</i>	<i>Appraised</i>	<i>Approved</i>	<i>Backed</i>	<i>Completed</i>	<i>Composed</i>
<i>Enabled</i>	<i>Assessed</i>	<i>Conducted</i>	<i>Brokered</i>	<i>Doubled / Tripled</i>	<i>Consulted</i>
<i>Facilitated</i>	<i>Broke down</i>	<i>Decided</i>	<i>Collaborated</i>	<i>Enhanced</i>	<i>Conveyed</i>
<i>Founded</i>	<i>Calculated</i>	<i>Delegated</i>	<i>Contributed</i>	<i>Initiated</i>	<i>Corresponded</i>
<i>Governed</i>	<i>Categorized</i>	<i>Directed</i>	<i>Cooperated</i>	<i>Grew</i>	<i>Drafted</i>
<i>Guided</i>	<i>Evaluated</i>	<i>Executed</i>	<i>Coordinated</i>	<i>Maximized</i>	<i>Edited</i>
<i>Headed</i>	<i>Examined</i>	<i>Guided</i>	<i>Created Synergies</i>	<i>/Minimized</i>	<i>Explained</i>
<i>Instructed</i>	<i>Experimented</i>	<i>Handled</i>	<i>Helped</i>	<i>Outpaced</i>	<i>Finessed</i>
<i>Led</i>	<i>Innovated</i>	<i>Hired</i>	<i>Participated</i>	<i>Produced</i>	<i>Interpreted</i>
<i>Motivated</i>	<i>Inspected</i>	<i>Managed</i>	<i>Partnered with</i>	<i>Rebuilt</i>	<i>Justified</i>
<i>Piloted</i>	<i>Investigated</i>	<i>Oversaw</i>	<i>Reinvigorated</i>	<i>Reduced</i>	<i>Mediated</i>
<i>Recommended</i>	<i>Quantified</i>	<i>Project-managed</i>	<i>Shared</i>	<i>Solved</i>	<i>Negotiated</i>
<i>Taught</i>	<i>Researched</i>	<i>Regulated</i>	<i>Solidified</i>	<i>Started</i>	<i>Reported</i>
<i>Unified</i>	<i>Reviewed</i>	<i>Supervised</i>	<i>Supported</i>	<i>Transformed</i>	<i>Revised</i>
<i>United</i>	<i>Surveyed</i>	<i>Trained</i>	<i>United</i>	<i>Turned around</i>	<i>Simplified</i>
	<i>Systemized</i>				<i>Translated</i>

# 피해야 할 표현

아래의 표현들은 피하고 보다 specific한 설명을 하도록 해야 한다. (empty words)

- Ambitious
- Capable
- Confident
- Determined
- Detail oriented
- Effectual leader
- Efficient
- Energetic
- Experienced
- Flexible
- Hard working
- Independent
- Objective
- Proactive
- Problem-solving skills
- Professional
- Qualified
- Responsible for
- Self-motivated
- Strong communication skills
- Successful
- Suitable
- Well-organized

# Recap

- 1 **Focus more on “What your actions resulted in” rather than “What you have done”**
  - Simply using words such as Responsible for, Analyzed, Performed, etc. are not enough
  - Always try to present a specific example and include details
  - Analyzed의 경우도 quantitative인지 qualitative인지 확실히 구분
- 2 **Avoid empty words such as various, etc. Try to be more specific!**
- 3 **Ask for help from 선배님, 주위 친구 및 지인!**
- 4 **Prepare an adaptive resume**
  - 번거롭더라도 IB, 컨설팅, 대기업 등 각 업종이 원하는 형식의 resume 준비
- 5 **Be Concise and Simple**

**End of Document**