

[General Science Dissertation Tips]

Abstract

As always, check any guidelines you have been issued for format. Guidelines often impose strong word count restrictions. Although it comes at the very beginning of the document, the abstract should be the last thing you write, as it requires a concise summary of the entire study, including background, method, findings, and conclusions.

Introduction

- Be brief and concise
- Frame the objective of the study with relevant background information.
- Describe key concepts such that the reader is equipped to understand what follows.
- State aims/objectives/hypothesis(es) explicitly.
- Outline the methodology adopted.
- Summarize the organization of the paper.

Literature Review

- Keep a record of documents you review for compiling the references section.
- Explain why you are reviewing the chosen documents in the context of the study as a whole.
- Make citations in accordance with your style guide. If you have no style guide, choose a style and apply it consistently.
- Summarize the findings and implications of the literature review.

Methodology

Describe the methodology adopted in detail, alluding to the literature review and/or other documents, where appropriate.

Results

Depending on the complexity of the findings, different approaches should be adopted to convey them to the reader. Outcomes for target variables should be presented and subject to comparisons; this can involve text only or text and figures and/or tables where the complexity of the data and comparisons requires it.

Discussion

- This should draw conclusions from the results and apply these to the stated aims/objectives.
- State conclusions then support them with reference to findings.
- If appropriate, comment on how your findings support (or challenge) those of similar studies.

Conclusion/summary

- Summarize the study as a whole, including findings.

- Mention any limitations to the study (common limitations include location, cohort size, study duration, limited time, limited resources).
- Mention any implications of the finding as well as any promising avenues for future study.

References

- Follow the style guide you have been told to follow, if any.
- If you have no style guide, choose one appropriate to your field (e.g., APA for all social sciences, medical sciences; IEEE for electrical engineering; and so on).
- Ensure that all the entries in the list have been cited in text.

[논문 작성 관련 유용한 사이트]

논문 제출 및 학회 일정 사이트

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[커버레터 샘플 (Cover Letter Sample)]

Recruiter Name

Company Name

Address

Dear Ms./Mr./Dr. _____,

I am writing to express my interest in the position of _____, which I came across your firm's job posting. I am a _____ at the Harvard University, majoring in _____. After learning about your company through _____, I feel certain that my _____ and _____ make me a perfect candidate for _____.

My work/research experiences as a _____ at _____ allowed me to develop _____ and _____. In addition, I _____ which motivated me to _____. I am very excited about _____ and believe that my experiences and skills fit very well for this position.

I would be greatly appreciated if I could get an interview with your firm as I am interested in discussing my qualifications with you. I am confident that my strengths and interests will complement those of _____ and become invaluable assets. If you need additional information, please reach me at _____.

Thank you for your time and consideration.

Sincerely,

Dear Ms. /Mr. /Dr. _____,

I am writing to apply for the position of _____, which I saw posted on _____. I am a _____ at the University of California, Haas School of Business, concentrating in _____. After learning more about your company through _____, I am confident that my _____ and _____ make me a strong candidate for _____.

My experiences as a _____ at _____ helped me to develop strong _____ and _____. Additionally, I _____ which motivated me to _____. I am excited about _____ and believe that my background closely matches the requirements for this position.

Please consider my request for a personal interview as I am interested in discussing my qualifications with you in person. My resume is attached for your review.

If you need additional information, I can be reached at _____ or by phone at _____. Thank you for your time and consideration.

Sincerely,

[커버레터 작성법]

The first paragraph: 해당 부서 또는 담당자에게 컨택하는 이유 (지원하는 포지션에 대해 알게 된 경로/지인). 자신에 대한 짧은 설명. 첫 번째 단락의 가장 큰 목적은 자신이 담당자가 리뷰 할 가치가 있다는 부분을 효율적으로 전달하는 것.

The second and third paragraph: 좀 더 디테일한 자신에 대한 PR. 왜 자신이 해당 포지션에 perfect한 후보인지에 대한 요약. 이력서에 나오지 않거나 clear하지 않은 부분에 대한 부연설명.

The last paragraph: 자신의 커버레터를 리뷰에 대한 짤막한 감사의 표시. 꼭 답장을 기대한다는 문구와 연락처를 기재.

[이력서에 꼭 쓰면 좋은 단어모음 (100 Great Resume Words)]

passive한 voice 보다 active한 voice로 어필하는 게 중요합니다.

Passive voice: "Monthly financial reports were generated by me." — BAD!

Active voice: "I generated the monthly financial reports." — GOOD!

다음 단어들은 이력서에 넣기 좋은 엄선된 단어들입니다:

Assist	Extended	Negotiated	Restructured
Able	Facilitate	Observed	Revised
Action	Formulate	Obtained	Safeguarded
Analysis	Fulfilled	Operated	Secured
Achievement	Forecasted	Organized	Selected
Accomplished	Generated	Originated	Specified
Advanced	Gained	Oversaw	Spearheaded
Conduct	Gathered	Participated	Standardized
Consult	Gave	Performed	Strengthened
Committed	Headed	Pioneered	Structured
Conducted	Hosted	Planned	Suggested
Contributed	Identified	Prepared	Superseded
Coordinated	Implemented	Presented	Supervised
Develop	Improved	Promoted	Targeted

Deliver	Improvised	Provided	Taught
Design	Influenced	Published	Tested
Defined	Launched	Pursued	Trained
Diversified	Lobbied	Quantified	Transformed
Devoted	Maintained	Ranked	Transcended
Distinguished	Managed	Received	Unified
Encourage	Marketed	Recommended	Upgraded
Earned	Maximized	Redesigned	Utilized
Enhance	Mediated	Reengineered	Validated
Evaluate	Modernized	Reorganized	Valued
Examined	Motivated	Represented	Wrote

[Thank you letter 샘플]

Dear Ms. Ikeda:

I would like to thank you for giving me a call last Friday, November 1st.

I enjoyed our phone conversation on Friday, October 1st, and would like to confirm my interest in the position of PR Assistant. As a result of our discussion, I am even more enthusiastic about working with EssayReview.

The opportunities you described within the Advertisement team sound both challenging and exciting. I feel that my skills in the area of research, writing, public speaking and community relations would allow me to make a positive contribution to your organization.

Thank you very much again for your time. I hope you will give my application serious consideration. I look forward to hearing from you.

Sincerely,

You Write it. We Right it.

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- 공학, 과학, 의학, 인문학 등 각 분야의 에디터의 전문성 (의학박사, 인문학 석사 등)
- 현지에서의 서비스 진행으로 국내 최저가 교정료 (6,800원/pg)
- 24/48/72시간 진행시간의 신속한 서비스
- 결제 후 바로 시작되는 서비스 (견적에 소요되는 시간 無!)
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