

구성 요소

Personal Identification

Objective

Educational Background

Experience

Skills/Achievement

Honors & Award

Special Activities

Personal Identification

- Resume의 제일 윗 부분에 이름, 생년월일, 현주소 등 기본 인적 사항 기재
- Date of Birth 월, 일, 년 순
- Address 번지, 통, 반, 구(면), 시(도) 순
- 끝에 우편번호 기입

Objective



Objective(목표)는 길게 작성할 필요 없이 짧게 1문장, 길게는 2문장 정도로 자신의 능력, 전공지식, 포부 등을 기재한다.

- 직업목표를 밝히는 부분
- 희망직종, 분야, 부서 나열
- 해당 기업의 부서기구에 희망 부서 여부 확인
- 확인할 수 없을 경우, 자신의 적성과 전공 지식을 활용할 수 있는 분야에서의 근무 희망 기술

Educational Background

EDUCATION

2000 – 2002 University of Southern California, M.S., Gerontology
1995 – 1999 San Diego State University, B.A., Psychology

EDUCATION

PH.D., Sociology (1993) University of California, Santa Cruz
B.S., Political Science (1985) University of Santa Clara

Basic Information

- 학교 명, 전공, 위치, 재학 기간 기재
- 최종 졸업학교부터 적는 것이 원칙
- 졸업 학점이 유리하면 기재

Work Experience

WORK EXPERIENCE

Material Handler (Seasonal - Contract) Sears Canada Warehouse, Belleville, ON - Prepared orders for shipping department - Labeled packages and checked for order accuracy - Assessed returns for refurbishing or for non salable merchandise - Worked during peak holiday season	2002-2010
Production Worker Autosystems (Through Manpower), Belleville, ON - Assembled car and truck head lights in a high volume production facility - Checked parts and finished products for defects and flaws - Filled shifts on short notice due to staff shortages or production short falls	2000 - 2001
Packaging Labourer (Summer Contract) Hawkins Factory, Belleville, ON - Packed boxes and loaded them on delivery vehicles - Checked paper work for proper quantities	1999

- 학벌이나 자격증보다는 경력, 능력 중시
- 최근의 경력부터 역순으로 기재
- 기업에서 필요로 하는 업무내용과 관련 있는 경력 위주로 기술

Skills/Achievement

Skills

- Mastery of Microsoft Office programs
- Extensive knowledge of Peoplesoft and QuickBooks
- Experience with Meditech, AHIN, SSI Billing System
- Ability to work with several operating systems including Windows, Mac OSX and Linux

- 특기사항란으로 국가 공인 자격증 및 면허증 발급 사항 기재
- 'What I did'식의 과거 형보다는 'What I can do for you'
- Possible Titles: Core competencies, Key competencies, Core Skills, Areas of Qualification

Special Activities

EXTRA-CURRICULAR INVOLVEMENT

Volunteer

Special Needs Activity Program

September-January 2013

- Provided weekly activity programs that helps students with autism and other developmental disabilities practice developmentally appropriate movements such as activities that help to improve balance, strength, as well as social interaction
- Worked one-on-one with students a families to craft activities and exercises that is best suited to the learners needs
- Maintained and worked with others to create an inviting and inclusive atmosphere in which bridged the gap between family and institution

Service Learning- 5 year Business Strategy

September – January 2014

CASON (Community Addiction Services Of Niagara)

- My team and I helped develop a 5 year plan to bring awareness to addiction services, reduce per patient cost, and find potential government funding for projects.
- We provided viable recommendations such as Google Ad word grant and Corporate partnerships

- 학창시절의 특별활동 사항 기재
- 사회 초년생의 경우 경제난이 불충분하므로 재학시절의 동아리 및 대내외적 활동 기술
- 기업에서 지원자의 조직력, 협동심, 지도력 등을 파악하는 란