

NAME

ATTACH
PHOTO

Current Address: *본인의 우편번호를 포함한 Full 주소를 적습니다.

Telephone Number (Home): +82-10-1234-5678 Telephone Number (Cell): +82-10-1234-5678

E-mail: abc@gmail.com

Skype ID: *없는 경우에는 새로 만들어서 적어주세요.

Date of Birth: *월/일/연도 순으로 적어주세요.

Place of Birth: 태어난 도시와 나라

Country of Citizenship: 국적을 써주세요.

Desired Position: 지원하고자 하는 포지션 명을 적어주세요.

Length of Program Desired: *J-1 Intern: 12 months / J-1 Trainee: 18 months

Date Available to Start Training: *본인이 미국에 입국 가능한 가장 빠른 날짜를 적습니다.

Profile

*본인이 고용주에게 어필할 수 있는 강점을 써주세요.

Education

Bachelor's Degree in Marketing

ABC University, Seoul, South Korea

September 2023 – Expected Graduation Month, Year (__ Semester left until graduation)

*인턴십을 참여하고 복학했을 경우, 졸업예정날짜와 졸업식까지 남은 학기수를 적어주세요.

졸업하신 분은 졸업날짜 적으시면 됩니다.

휴학생이신 분은 몇 학기째 휴학 중인지 적어주세요.

Relevant Courses:

*반드시 본인이 이수한, 또는 이수중인 과목을 적어야하며 본인의 영문 성적증명서에 나온 과목명을 그대로 적어주셔야 합니다.

Work Experience

*본인의 전공, 또는 지원하고자하는 포지션과 관련이 있는 경력을 써주시면 좋지만, 그런경력이 없다면 관련없는 경력이라도 일단은 써주시기 바랍니다.

Advertising Account Manager (Full-time)

Company XYZ, Inc., Seoul, South Korea [<http://www.companyxyz.com>]

July 2022 - Present

Responsibilities/Achievements:

- Facilitated and executed ad campaigns using Facebook, Twitter, and Google Ads, SEM and SEO initiatives
- Managed social media and website assets including the planning and implementation of the client's social content plan
- Evaluated post-campaigns using key digital metrics and created improvement reports for application in the next campaigns

Project Account Manager (Full-time)

ABC Communications, Co., Manila, Philippines [<http://www.abccommunications.com>]

January 2021 – June 2022

Responsibilities/Achievements:

- Won two new project accounts – Dillinger Planning Inc. and Bankers Investment Inc. with a total estimated worth of \$10 million for 2021 sales
- Received company distinction and awards for Outstanding Performance in Projects Sales & Collection for two succeeding quarters for achieving a total weighted performance of 150% & 100.6% for the 2nd and 3rd quarters respectively

Skills & Certificates

Languages:

Computer Skills:

*자격증의 유무와 상관없이 현실적으로 활용가능한 정도를 써주시면 됩니다. 자격증이 없더라도 잘 다룰줄 안다면 Advanced 로 써주셔야 합니다.

Certificates/Awards

Activities

SCORPION, South Korea

April 12, 2020 – April 24, 2022

Volunteer worker

- Assisted in various activities and helped care for children
- Planned activities and educational curriculum for children

Korea Children Unit, Korea

September 12, 2019 – February 21, 2020

Volunteer worker

- Taught basic computer skills to children

Military Service *남학생만 써주세요. 여학생은 삭제해주시면 됩니다.

- Enlisted in the army in March 2020
- Honorably discharged from the army in December 2022