Hong, Kil Dong

Address: *(Street, City, Zip code, Country)*

**ATTACH PHOTO**

Telephone Number(Home): *(Including country code)* Telephone Number(Cell): *(Including country code)*

E-mail: *(except Empal, Daum, Paran, Dreamwiz)* Skype ID:

Date of Birth: *(MM/DD/YYYY)*Place of Birth: *(City, Country)*

### Country of Citizenship: Country of Residence:

Field of Training Desired: *(e.g., Business administration & management, Customer service, Sales marketing, Production management, Engineering, and etc.)*

Length of Program desired: *(e.g., 6 months, 12 months, 18 months)*

Date available to start training: *(MM/DD/YYYY)*

**Summary of Qualifications**

*(e.g., Self motivated with strong analytical skills; able to maintain confidentiality, prioritize, meet deadlines and work with minimal or no supervision; capable of keeping accurate/detailed records and reports.)*

**Education**

##### Institution Name:

##### Location: *(City, Country)*

##### Institution start date: *(Month, Year)* Graduation/Expected graduation date: *(Month, Year)*

- 2 semesters left until graduation after the internship program

*(if haven’t graduated, should mark how many semesters left until graduation)*

Degree Type: Field of Study(Major):

*(e.g., Bachelor’s degree, Associate’s degree, Diploma, Certificate)*

Classes Taken Relevant to Desired Training:

##### Institution Name:

##### Location: *(City, Country)*

##### Institution start date: *(Month, Year)* Graduation/Expected graduation date: *(Month, Year)*

- 2 semesters left until graduation after the internship program

*(if haven’t graduated, should mark how many semesters left until graduation)*

Degree Type: Field of Study(Major):

*(e.g., Bachelor’s degree, Associate’s degree, Diploma, Certificate)*

Classes Taken Relevant to Desired Training:

**Work Experience**

##### Company Name:

Location: *(City, Country)*

Position:

Duration: From *(MM/DD/YYYY)* to *(MM/DD/YYYY) (*Total Number of Months:       months)

Tasks/Responsibilities:

##### Company Name:

Location: *(City, Country)*

Position:

Duration: From *(MM/DD/YYYY)* to *(MM/DD/YYYY) (*Total Number of Months:       months)

Tasks/Responsibilities:

##### Company Name:

Location: *(City, Country)*

Position:

Duration: From *(MM/DD/YYYY)* to *(MM/DD/YYYY) (*Total Number of Months:       months)

Tasks/Responsibilities:

**Skills & Certifications**

Language skills: *(Should mark level of the skills too)*

MS Office skills:

Computer related other skills:

Special Awards/Honors/Certifications:

**Activities & Interests** *(Optional)*