**RESUME**

1. **Personal information**

|  |  |  |
| --- | --- | --- |
| Name |  | Photo |
| Date of Birth |  |
| Marital status | □Single / □Married |
| Address | \*Fill to XXdong / XXdong-ro |

1. **Annual salary**

|  |  |
| --- | --- |
| Present/Last annual salary | (□Present / □ Last) Standard with holding:  won |
| Expected annual salary | won |

1. **Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Name of school | Major | Graduation status |
| Month/Year ~ Month/Year | Univ |  |  |
| Month/Year ~ Month/Year | High school | - |  |

1. **Work Experience**

\*please fill it out according to your experience.

|  |  |
| --- | --- |
| Period of working | Month/Year ~ Month/Year |
| Workplace |  |
| Industry |  |
| Sales/Revenue |  |
| Number of employees |  |
| Department/position |  |
| **[Career certificate]**  Responsibility: | |
| Reason of turnover: | |

1. **Skills**

|  |  |
| --- | --- |
| Languages |  |
| Computer |  |
| Job skill |  |
| Experience | |

1. **High light & Core competency**

|  |
| --- |
|  |

1. **Cover letter**

|  |
| --- |
|  |