

Date of birth	생년월일	<div style="text-align: right;">사진 추가</div>  <div style="text-align: center;">Photo</div>
Current address	주소	
Current/recent salary	연봉 (기본급)	
Current/recent incentive	인센티브	
When are you available to start work in a new position?	입사가능일	

## Your Name

Your address: \_\_\_\_\_

Phone: 00-000-0000 (Home), 000-0000-0000 (Mobile), Email: 000@000000.000

성명  
주소

전화번호, 휴대전화번호, 이 메일 주소

## CAREER OBJECTIVE

■ Position / Job title: 직책

## EXECUTIVE SUMMARY

핵심 역량

본인의 경력 사항을 요약해서 작성해 주시기 바랍니다.

**SAMPLE:** xx-plus years of experience in *engineering and technical sales* in the *manufacturing and trading* industry. A successful track record of *managing complex operations*, specifically \_\_\_\_\_. *Strategically planning the business development in the Korean market*, specifically \_\_\_\_\_. A notable recent achievement was \_\_\_\_\_.

## PROFESSIONAL EXPERIENCE

### Your current company name – Location

Jan. 20xx – Present

(Business type: Describe the business type here. For example: *Manufacturing of motors*)

**Your current job title** (For example: *Country Manager / Representative Director*)

(Organization structure: *Dept. of 00 people. Direct reports: 0 (from -). Korean title: KwaJang*)

#### Responsibilities:

- **SAMPLE:** Manage and be held responsible for whole operation with full P+L responsibility.
- Accountable for all daily operations including manufacturing systems, sales and marketing, safety, revenue performance and bottom line profitability.
- Bringing transparency to the newly acquired company, winning commitment of employees to new foreign management and building up a good team environment within the company.

#### Accomplishments:

● **FORMULA: Achieved (A) as measured against (B) with the actions of (C) \***

- **SAMPLE:** Successfully transformed the newly acquired, bankrupt Korean manufacturing operation into a transparent, professionally run organization by completely restructuring the organization, using skills in building up businesses and retraining and motivating the employees.
- Increased sales by xx% in the first year by effectively leading the sales team to increase sales activities with existing and potential accounts.
- Dramatically improved the company's cash flow situation by extending payment terms with the main base paper suppliers from 30 to 90 days by creating a win-win situation.
- Introduced improved quality control standards in the operation by focusing on the quality requirements of the clients, thus realizing the reduction of claims by over xx%.
- Successfully headed negotiations with the de-motivated and disgruntled workforce in the initial acquisition stage by using people management skills to link differences in western and local cultures, increased worker morale and avoided formation of a labor union.

회사명 - 위치 / 근무기간  
그룹명 (해당 시)  
(업종)  
직책 / 직급  
담당 업무:  
·  
·  
· 성과:  
·  
· 담당 프로젝트:  
· 프로젝트명, 기간, 담당업무

**Your current company name – Location**

**Feb. 20xx – Dec. 20xx**

(Business type: Describe the business type here.)

**Your current job title** (For example: Sales Manager)

(Organization structure: Dept. of 00 people. Direct reports: 0 (from -). Korean title: Daeri)

**Responsibilities:**

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- **SAMPLE:** Managing the overall business with the president/owner with full P+L responsibility
- Sales force management and key account management
- Sourcing new principals for the machinery and industrial plants business

**Accomplishments:**

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- **SAMPLE:** Turned around the operation into a profitable business within two years by effectively restructuring the organization and motivating employees and succeeded in expanding sales from KRW xxxx to KRW xxxx and profitability from KRW xxxx to KRW xxxx.
- Focused on key niche markets for principals like xxxxx, and succeeded in winning the business from xxxxx competitors.

**EDUCATION**

학교명 재학기간  
 2-3년제 전문학사 (College)  
 4년제 학사 (University)  
 전공  
 (Diploma, 2-3년제 전문학사 / 전공)  
 (BA, 4년제 학사 / 인문과학계열 전공)  
 (BS, 4년제 학사 / 자연과학계열 전공)

**Your University Name**

**Mar. 19xx – Feb. 19xx**

The name of your Major/Subject (i.e. BS, Mechanical Engineering)

**SPECIAL SKILLS & LANGUAGES**

이해능력: (영어, 한국어, 기타 언어)  
 원어민 (Native)  
 상 (Advanced)  
 중 (Intermediate High)  
 (Intermediate Mid)  
 하 (Intermediate Low)  
 하 (Novice)  
 특기사항:  
 생년월일:

- **Languages:** **SAMPLE:** Fluent in English, German and Korean
- **Skills:** **SAMPLE:** Strong background in business computer programs (Microsoft).
- **Date of Birth:** **SAMPLE:** DD.MM.YYYY

**REFERENCES**

Available on request

**Portfolio**

포트폴리오를 첨부해 주시기 바랍니다.