**Area of Application**

|  |  |
| --- | --- |
| Recruitment/Classification |  |
| Entry-level/experienced |  | Desired wage | KRW |
| Area of application |  | Desired region |  |

**Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(Kor) |  | Name(Eng) |  | Photo |
| Date of birth |  | Gender |  |
| Telephone | Home |  | Mobile |  |
| E-mail address |  |
| Address |  |
| Patriot & Veteran | No. |  | Rate |  |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education | Highest edu. |  | Graduation | Y N  |
| High School | School name |  | Major |  |
| Duration | ~ | Day/Evening |  |
| College (4 yearuniv. beforetransfer) | College name |  | Campus |  |
| Department |  | Day/Evening |  |
| Major |  | GPA/Out of | / |
| Duration | ~ | Graduation | Y N    |
| University (4 year univ. entry) | Univ. name |  | Campus |  |
| Department |  | Day/Evening |  |
| Major |  | GPA/Out of | / |
| Double major |  | Minor |  |
| Duration | ~ | Graduation | Y N   |
| Graduate School (MD) | School name |  | Campus |  |
| Department |  | Day/Evening |  |
| Major |  | GPA/Out of | / |
| Duration | ~ | Graduation | Y N   |
| Dissertation topic |  |
| Graduate School (PhD) | School name |  | Campus |  |
| Department |  | Day/Evening |  |
| Major |  | GPA/Out of | / |
| Duration | ~ | Graduation | Y N   |
| Dissertation topic |  |

**Military Service**

|  |  |  |  |
| --- | --- | --- | --- |
| Military service | Completed Not completed  | Branch |  |
| Rank |  | Service period | ~ |
| Exemption./Other reason |  | Substitutional military service |  |

**Language Proficiency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Foreign language 1 | Language |  | Test name |  |
| Acquired score |  | Acquired date |  |
| Foreign language 2 | Language |  | Test name |  |
| Acquired score |  | Acquired date |  |
| Foreign language 3 | Language |  | Test name |  |
| Acquired score |  | Acquired date |  |

**License & Certifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Certificate 1 | Name of certificate |  | Acquired date |  |
| Certificate 2 | Name of certificate |   | Acquired date |  |
| Certificate 3 | Name of certificate |  | Acquired date |  |

**Overseas Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Experience 1 | Country |  | Duration | ~ |
| Purpose/Details |  |
| Experience 2 | Country |  | Duration | ~ |
| Purpose/Details |  |
| Experience 3 | Country |  | Duration | ~ |
| Purpose/Details |  |

**Work Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Experience 1 | Name of company |  | Major job responsibilities |  |
| Duration | ~ | Final position |  |
| Date of promotion to final position |  | Current employment status |  |
| Job details |  |
| Reason for separation |  |
| Experience 2 | Name of company |  | Major job responsibilities |  |
| Duration | ~ | Final position |  |
| Date of promotion to final position |  | Current employment status |  |
| Job details |  |
| Reason for separation |  |
| Experience 3 | Name of company |  | Major job responsibilities |  |
| Duration | ~ | Final position |  |
| Date of promotion to final position |  | Current employment status |  |
| Job details |  |
| Reason for separation |  |

|  |  |
| --- | --- |
| Date available to start | N/A |

**Cover Letter**

|  |
| --- |
| **[Guideline on writing cover letter]**(Each answer should be between 400 and 500 words.)1. Why did you choose GM Korea and your area of application? Describe what you’ve been preparing in order to successfully perform work in that area, focusing on your educational background or related experiences/work experiences. 2. Describe an instance where you were given a new, unexperienced task or assignment and successfully completed it / failed to complete it. What were your thoughts and actions, and what were the reasons for the result?3. Describe an instance where you were faced with a challenging task (assignment) or a new problem and had to make a quick decision by collecting a lot of information in a short period of time, or an example where you successfully completed an assignment that others tried but failed to complete. What difficulties did you have in achieving your goals, and what efforts and actions did you take to accomplish your goals? |

I hereby certify that the information given by me in this application is true and correct to the best of my knowledge. I understand and agree that any false information in this application may be justification for refusal to hire, or immediate termination of employment.

Applicant: O O O