

## 서류상으로 귀하자신을 알리기 -구직신청



모든 자리에 지원서가 필요한 것은 아닙니다. 그러나, 이 표준 서식은 면접 기회를 얻는 데에 귀하의 이력서나 자기 소개서만큼 중요합니다. 그러면, 귀하는 어떻게 하면 그것을 효과적으로 작성하겠습니까? 귀하는 귀하의 기량과 업적을 제한된 시간에 정해진 양식으로 명확하게 기술할 수 있습니까?

이러한 것들은 귀하가 계속 재취업 기회를 찾고 있을 때에 반드시 대답해야 하는 질문 중의 일부입니다. 이 정보지는 이 지원서를 작성하기 위한 몇 가지 중요한 요령의 개요를 설명하고, 귀하가 그 일자리에 적합한 사람이라는 점을 고용주에게 입증하는 것을 도와줄 것입니다!

## 고용주의 관심을 얻기

많은 고용주들이 지원서를 사용하는데, 그 까닭은 편리하고 면접관이 빨리 훑어볼 수 있는 표준 서식에 정보를 배열하고 있기 때문입니다. 그러므로, 그 회사의 요구사항에 따라 미리 계획하십시오. 어느 자리에 지원하기 전에 귀하가 그 서식을 적절하게 작성하는 데에 필요할 사실, 날짜 및 참고 자료를 편집하십시오.

## 귀하의 서식 작성하기

지원서는 면접 기회를 얻는 데에 이력서만큼 중요합니다. 그러므로 지원서가 감명을 주도록 만드십시오! 여기에 감명을 주는 지원서를 작성하기 위한 몇 가지 유용한 요령이 있습니다.

- → 작성하기 전에 그리고 작성한 후에 그 서식을 주의 깊게 읽는다. 작성 요령을 따르는 것은 귀하가 지원서를 효율적으로 작성하는 데에 반드시 필요합니다.
- → 사본 2부를 요청한다. 개략적인 초안을 작성하려면 추가로 한 부가 필요할 것입니다. 귀하가 필수적인 정보를 완전히 그리고 정확하게 기입하는 데 도움이 되도록 이력서와 참고 자료 목록을 지참하십시오.
- → **읽기 쉽도록 인쇄하거나 또박또박 쓴다.** 믿을 수 있는 청색 또는 검정색 펜을 사용하십시오(또는 가능하면 타자기로 치십시오). 귀하가 실수를 하는 경우에 대비하여 펜과 잉크 지우개 또는 수정액을 소지하십시오.
- → 귀하의 철자법, 문법 및 구두점에 유의하십시오.
- → 빈 칸을 남겨두지 않는다. 요청 받은 정보가 귀하와는 관계가 없을 때에는 "해당 없음" 또는 "적용되지 않음"으로 기재하십시오.

- → 신뢰할 만한 조회처를 제공한다. 그 명칭을 기재하기 전에 반드시 조회처에 허가를 요청하십시오.
- → 지원서에 서명하고 날짜를 기입한다.
- → 귀하가 알지 못하는 약어나 용어는다른 사람에게 설명해달라고 부탁한다. 되도록이면, 그 서식을 제공한 사람에게 물으십시오.
- → 모든 정보가 정확한지 확인한다. 정확성을 위하여 취업일자, 전화번호 및 주소를 확인하십시오.

## 약속하기

귀하의 지원서 내용은 귀하가 구직의 다음 단계, 즉 면접에 도달하는 데에 아주 중요합니다. 그러므로 융통성이 없어 보이는 서식을 사용하여, 내동댕이 쳐지는 일이 없도록 하십시오! 견본 지원서를 보려면 아래 내용을 보십시오. 또한, DCS에서 발간하는 구직 잡지(Job Search Journal) 및 (더 많은 지원 요령이 들어 있는) 그 밖의 간행물은 본 원스톱 직업 센터에서 구할 수 있습니다.

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