

강의 계획서

과목명 한글/영문	자기소개서 작성방법 이해	Understand how to write a cover letter	교수명 한글/영문	김해미	Kim, Hae-mi	
소속학과	교양학부					
이수구분	<input type="checkbox"/> 전공 <input checked="" type="checkbox"/> 교양 <input type="checkbox"/> 교직 <input type="checkbox"/> 융합전공	학점	<input checked="" type="checkbox"/> 3학점 <input type="checkbox"/> 2학점 <input type="checkbox"/> 1학점	해당학기	23-1	
수업목표 한글/영문	1. 자기소개서 기본 항목 및 구성 방법을 이해하여 효과적인 자기소개서를 작 성할 수 있다.		Understand cover letter basics and how to organize them so you can write an effective cover letter.			
(※강좌관련 key word -Cover letter, Write, Methods)						
주차	차 시 (모 듈)	소 요 시 간	차시별 학습내용			비고
			(한글)	영문		
				차시명	차시별 설명	
1	1	22' 33"	<ul style="list-style-type: none"> · 오리엔테이션 · 자기소개서 개념과 특징 	<ul style="list-style-type: none"> · Orientation · Cover letter concepts and features 	<ul style="list-style-type: none"> · Know the concept and characteristics of a cover letter and be able to think about how to organize effective Cover letter content. 	
2	1	33' 39"	<ul style="list-style-type: none"> · 성장 과정 작성 방법 	<ul style="list-style-type: none"> · How to create a growth path 	<ul style="list-style-type: none"> · Know the basics of a cover lette and know how to write a growth story. 	
3	1	23' 37"	<ul style="list-style-type: none"> · 지원 동기 작성 방법 	<ul style="list-style-type: none"> · How to write your motivation for applying to the company 	<ul style="list-style-type: none"> · Know the basics of the cover letter and know how to write the motivation section how to write them. 	
4	1	26' 05"	<ul style="list-style-type: none"> · 직무 역량 작성 방법 	<ul style="list-style-type: none"> · How to write job descriptions 	<ul style="list-style-type: none"> · Know how to write a job competency entry. 	
5	1	32' 34"	<ul style="list-style-type: none"> · 장점과 단점 작성 방법 	<ul style="list-style-type: none"> · How to write about strengths and weaknesses 	<ul style="list-style-type: none"> · Know how to write the strengths and weaknesses section of the cover letter. 	
6	1	23' 32"	<ul style="list-style-type: none"> · 입사 후 포부 작성 방법 	<ul style="list-style-type: none"> · How to write your post-employment aspirations 	<ul style="list-style-type: none"> · Know the basics of a cover lette and know how to describe your post-employment aspirations. 	
7	1	27' 42"	<ul style="list-style-type: none"> · 서술 방식 	<ul style="list-style-type: none"> · How to write a cover letter 	<ul style="list-style-type: none"> · Understand how to write an effective cover letter and apply it to your own writing. 	
8	1	36' 51"	<ul style="list-style-type: none"> · 문단의 기본 구성과 실제 	<ul style="list-style-type: none"> · Basic paragraph organization and examples 	<ul style="list-style-type: none"> · The example of writing a cover letter paragraph will help you understand how to write and organize a logical paragraph and apply it to your own writing. 	
9	1	34' 00"	<ul style="list-style-type: none"> · 문장 작성 	<ul style="list-style-type: none"> · How to write a cover letter 	<ul style="list-style-type: none"> · Examples of cover letter writing will help you understand proper sentence structure and apply it to your own writing. 	

10	1	46'02"	<ul style="list-style-type: none"> · 직무 역량 및 주요 평가 항목 	<ul style="list-style-type: none"> · Job competencies and key assessment items 	<ul style="list-style-type: none"> · Know the characteristics of job-specific cover letters and be able to write them.. 	
11	1	31'40"	<ul style="list-style-type: none"> · 자기소개서 실례 분석 	<ul style="list-style-type: none"> · Analyze example cover letter text 	<ul style="list-style-type: none"> · By analyzing examples of cover letters, you'll learn how well-written cover letters are organized and written, and understand what to look for in a cover letters. 	

