

Dear [REDACTED] ,

Thank you for working with Ivy Writing, and specifically with me. It has been a pleasure to read and edit your essay, and I look forward to helping you submit the best possible application. I hope you will learn a lot from my edits.

It's good to see someone from the regulation side of the industry apply for MBAs. Usually it's the corporate side, and so you have something unique to bring to the program.

In this document you will find three the standard 3 components of our editing service: first, a discussion of some of the strengths and weaknesses of your resume, organized by theme; second, your original resume with comments in the margin (using Microsoft Word's "Track Changes" feature); and finally, a revised version of your resume, which will be in a separate document.

Please review the comments and revised resume carefully. As you will see, I have requested that you add details to your statement, and I recommend that you send me the resume for a second revision so that we can perfect your final assignment. Please do not hesitate to contact me for any question on the editing.

Again, thank you for choosing Ivy Writing.

All the best,
Kevin

General Comments

The resume is already well constructed and describes your achievements well. I would point out these general improvements to your essay:

Description of Achievement Significance

In several sections you need to more fully describe your achievement and why it was significant in the context of the FSS. For instance, there is no information about what the Work-Life Balance program does and how it improves morale. Adding these justifications will really help strengthen your descriptions.

More Accomplishments (if possible)

In particular, I am curious about any more work you did as Associate Deputy Director. With more than a year in the position, they would like to see more than revising an enforcement decree and issuing a text for companies. Filling in more details on your work, hopefully the most significant but even day to day descriptions, will flesh out your most substantial role in the company.

Formatting

Resumes have a certain style and flow to them so that readers can know exactly where to look for what. There are some minor formatting issues in your resume, like having the dates of the FSS jut out over the FSS description itself above. I've tried to improve the formatting in the revised draft to make it more professional.

INITIAL DRAFT

Professional Experience

Financial Supervisory Service (FSS)

Seoul, Korea

Government organization to conduct supervision, examination, investigation of and enforcement on domestic and foreign financial institutions in Korea.

2008 - Present Associate Deputy Director, Corporate Disclosure System Office

- Devised a revision to “enforcement decree of the financial investment services and capital markets Act” to allow well known seasoned companies to issue securities without filing registration statements
- Issued a text book – the title is “Best practices on companies’ disclosure activities” – to encourage correct and adequate disclosure of companies when filing registration statements and annual reports.
- Selected as FSS corporate MBA sponsorship recipient with the recognition of contribution to financial market stabilization, July 2009.

2007 – 2008 Senior Associate, Disclosure Review Office

- Reviewed several tens of registration statements of listed companies, cases of Initial Public Offering registration statements, annual reports and many disclosure materials of listed companies.
- Promoted to Senior Associate 2 years ahead of peer groups.
- Participated in developing “Advanced Corporate Disclosure System” for listed companies as a leader of task force team

2005 – 2007 Associate, Human Resources Management Team

- Developed Computerized Standardization system of FSS employees’ performance evaluation rating score by adopting statistical method
- Adopted WLB (Work-Life Balance) Program for FSS employees
- Awarded yearly best performance prize by FSS governor. (Dec.2006)

2003 – 2005 Associate, Supervision Information Office

- Wrote reports on the current issues related with financial supervision for the Governor.
- Developed Financial statement daily gathering system from financial institutes for effective monitoring of monetary market in Korea by using Visual basic Language

Wingtrunk (2006-Present)

Seoul, Korea

Online shopping mall; designing, developing and selling furniture and home furnishing products

2006 - Present Co-founder and CEO

- Established the company(Wingtrunk) with initial capital of 30million Korean won and 5 employees
- Opened Internet homepage(www.wingtrunk.com) for online sales
- Imported products from International wholesalers in Japan, USA, UK and Austria
- Sponsored production of two Korean movies by supplying furnitures ; “my darling FBI”, “six year love”.
- Achieved annual sales of 200 million Korean won

Education

1994 - 2001 Seoul National University (SNU)

Seoul, Korea

- BA in Economics

Activities

- Corporate Lecturer, FSS (2007-present) : Securities Exchange Act and its related Regulations for FSS staffs, employees of listed companies, reporters of financial newspapers.(quarterly)
- Organizer and manager, FSS digital camera club (2003 – present); opened several photo exhibitions(annually).
- Member, FSS society for the study of market risk management (2002-present).

Others

- License : Financial Risk Manager(2003, GARP)
- Participated in Electronic Banking in Today’s Environment course, Office of the Comptroller of the Currency in Washington DC, USA (Jul. 2006)
- Avid traveler: USA(1998,2001,2006), Palau(2009), Hongkong(2005), Philipine(2004), Europe(2003,2007), Tailland(2008), Japan(2004,2005,2006,2007,2008)
- English Language Course(Apr.1998-Oct.1998) : California state University, Los Angelis, USA
- Military Service(Jan.1995-Mar.1998) : 11th Korean Armored Corps (Sergeant), served in general affairs section

Comment [MSOffice1]: Since this is the header we should distinguish it somehow, for instance by capitalizing it.

Comment [MSOffice2]: The formatting here is not optimal. The dates should be tabbed further in so that it does not take precedence over the FSS description above.

Comment [MSOffice3]: It seems your experience in the past two years has mainly been to change part of enforcement and write text book. While this is good, do you have any more details that are more hands-on, for instance working directly with large companies?

Comment [MSOffice4]: Underlining lines in resumes is uncommon. Let the reader decide which parts are the most important.

Comment [MSOffice5]: Review is more of a passive verb – did you do anything to them? Edited, approved?

Comment [MSOffice6]: Promotions are a good thing to mention, but work accomplishments are more important.

Comment [MSOffice7]: You should explain what this does.

Comment [MSOffice8]: What does this mean – did you create this program or just partake in it yourself? I’m going to say you created it but let me know if I’m wrong.

Comment [MSOffice9]: Again, explain what this is.

Comment [MSOffice10]: This is a great explanation of what you did. It says what you did, how you did it (VB) and why (for effective monitoring). Every description above should follow this format.

Comment [MSOffice11]: We should change this to USD so it’s easier to understand.

Comment [MSOffice12]: I’m not sure why, but this webpage seems down. It redirects me to makeshop.co.kr. Was the company sold or changed to this?

Comment [MSOffice13]: Any honors here?

Comment [MSOffice14]: Is this like President? That’s a more noteworthy title

Comment [MSOffice15]: This and the bottom course are not that significant so I will leave them out.

Comment [MSOffice16]: You can specify where in the USA you traveled.

Comment [MSOffice17]: Which countries in Europe?

Comment [MSOffice18]: You can also list a few other hobbies to round out the personal side of the resume.

FINAL REVISION

PROFESSIONAL EXPERIENCE

FINANCIAL SUPERVISORY SERVICE (FSS) **Seoul, Korea**
Federal organization conducting supervision, enforcement, and investigation of domestic and foreign financial institutions in Korea

Associate Deputy Director – Corporate Disclosure System Office *Oct 2008-Present*

- Revised the "Enforcement Decree of Financial Investment Services and Capital Markets Act" to allow seasoned companies to issue securities without filing registration statements, thus greatly increasing efficiency of securities issuing.
- Authored a textbook – "Best Practices on Corporate Disclosure of Activities" – to encourage compliance from companies when filing registration statements and annual reports
- Enacted new corporate disclosure forms, standardizing and integrating disclosure requirements
- Selected as FSS Corporate MBA Sponsorship recipient with recognition of contributing to financial market stabilization

Senior Associate – Disclosure Review Office *Apr 2007-Oct 2008*

- Evaluated and investigated dozens of registration statements of listed companies, IPO registration statements, annual reports, and disclosure materials
- Led task force team to develop the "Advanced Corporate Disclosure System" for listed companies and required submission of additional disclosures of new changes in plain language for public consumption

Associate – Human Resources Management Team *Feb 2005-Apr 2007*

- Developed a computerized standardization system to monitor and compare FSS employees' performance evaluations statistically
- Created Work-Life Balance (WLB) Program entailing a new FSS Music Broadcasting station and powering off personal computers after 6PM to discourage overtime work
- Awarded Annual Best Performance Prize by FSS governor (Dec 2006)

WINGTRUNK **Seoul, Korea**
Online merchant specializing in designing, developing and selling furniture and home furnishing products

Co-Founder and CEO *Jan 2006 – Present*

- Founded company with initial capital of \$25,000 USD and 5 employees
- Opened Internet webpage (www.wingtrunk.com) for online sales
- Imported products from wholesalers in Japan, USA, UK, and Austria
- Sponsored production of two Korean movies by supplying furniture – "My Darling FBI" and "Six Year Love"
- Annual sales of \$200,000

EDUCATION

SEOUL NATIONAL UNIVERSITY **Seoul, Korea**
BA in Economics *1994-2001*

11th KOREAN ARMORED CORPS – General Affairs *1995-1998*
Sergeant

ACTIVITIES

Corporate Lecturer, FSS (2007-Present): Prepare and deliver lectures on the Securities Exchange Act and its related regulations for FSS staff, corporate representatives, and the press

Manager, FSS Digital Photography Club (2003-Present): Organize annual photo exhibitions

Member, FSS Society for the Study of Market Risk Management (2002-Present)

PERSONAL

Languages Korean (native) • English (fluent)

License Financial Risk Manager (2003, GARP)

Interests Amateur Photography • Extensive Travel (USA, France, Italy, Switzerland, Austria, Germany, Czech Republic, Palau, Hong Kong, Philippines, Thailand, Japan)