

How to Write a Resume

- Basic Point -

- ☆ Your resume will be the first contact you have with your prospective employer. In order to convey to the employer that you are sincerely seeking employment, it is vital that all of the information contained in the resume is accurate and that the resume is structured in an easy-to-understand manner.
- ☆ You must write out your resume by hand and using a format standardized JIS is recommended. Use a black ball-point pen and ensure that it is completed neatly. If you make an error, do not attempt to hide the error with white-out. If an error is made, you must start again on a new sheet. As well, try to fill up all blank spaces on the resume as much as possible.

Photograph

Use a photo that has been taken within the last three months. Your photo should picture you from the chest up, facing forward. Align the photo correctly on the resume when pasting. Avoid using snapshots or instant photos.

Educational History

Enter your complete educational background, including your elementary, junior high school, and senior high school education. Do not abbreviate any school names in any manner and ensure that all information is correct. For university education, be sure to include your program (faculty) and your major (specialty).

Current Address

Starting with the prefecture you reside in, enter your complete address. Ensure you do not overlook apartment numbers or any other information.

Date

Enter the date of the interview (or the date you mail the resume)

Qualifications/Licenses

Enter all qualifications or licenses you have earned in your lifetime, irrespective of their applicability to the position you are currently applying for. Enter qualifications and licenses in the order that you earned them. Do not abbreviate any names or titles in any manner, and ensure that all information is correct.

Employment History

Leaving one line blank following your educational history, begin entering your employment history. Do not abbreviate any employer or company names in any manner, and ensure that all information is correct. Include part-time or casual employment in this category if the part-time employment was for a significant length of time.

Statement of Purpose

Enter your reasons for applying for the job here, being as specific as possible. This space is an opportunity for you to market yourself to your prospective employer.

Applicant Preferences

If you have a preferred position, a preferred work location, or any other such preferences, enter those here.