

Multilingual Living Information

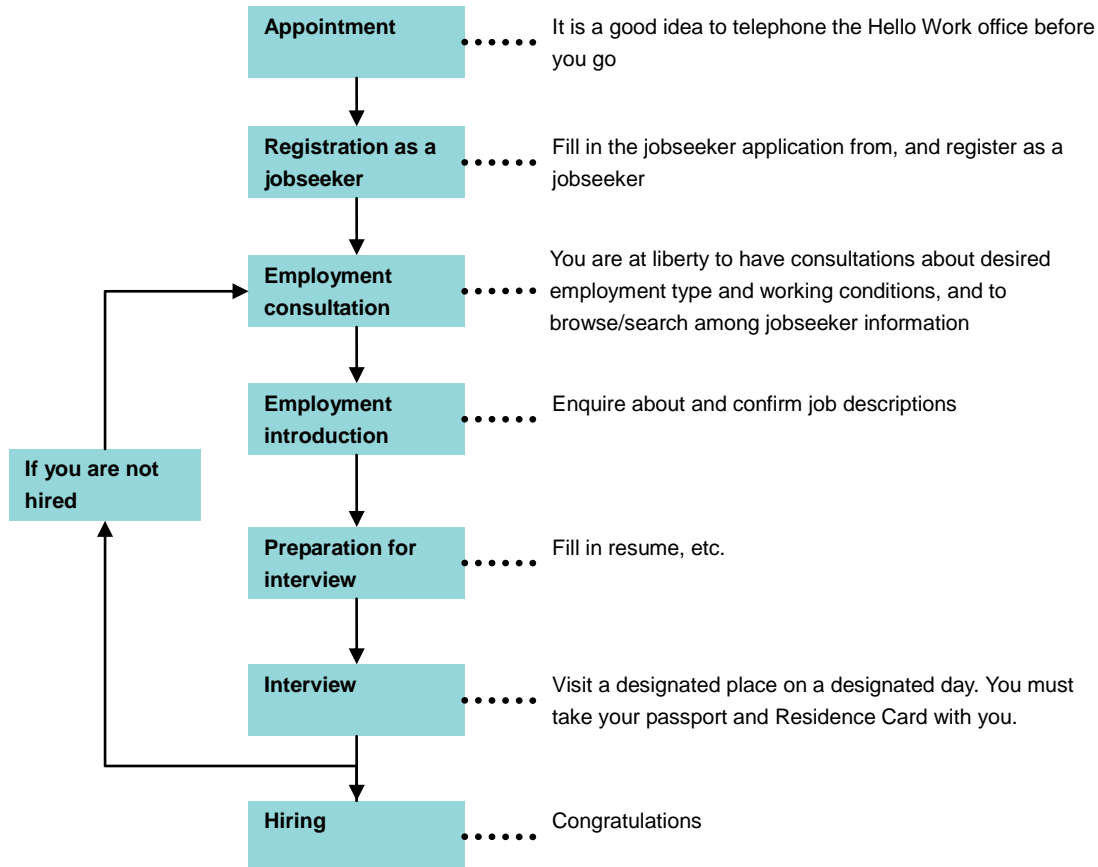


E Work, technical intern training and training

[Back to the top of E Work, technical intern training and training](#)

1 Job seeking

(3) Steps for employment



Source: *Foreigners who are going to work in Japan, Ministry of Health, Labor and Welfare*





●How to write a resume

Basic items

- (a) Your resume is the first point of contact that the company you are applying to will have with you. The way it is written should communicate your desire to be employed, should not contain any falsified information, and should be easy to understand.
- (b) If you fill in your resume by hand, use a black ballpoint pen, and write neatly. If you make any mistakes when writing, do not use correcting fluid; write a new form out from the beginning. As far as possible, do not leave any blank spaces.

Multilingual Living Information



E Work, technical intern training and training

[Back to the top of E Work, technical intern training and training](#)

Date

Fill in the date of the interview (or mail correspondence)

Current address

Fill this in, from the name of your prefecture/municipality to the number of your apartment in your apartment block.

Photograph

This should be taken within the last three months and should be a full-facing photograph from the chest upwards. Attach it directly to the form within the borders. You should be wearing a suit, with due attention paid to your hairstyle, expression and makeup, so as to give a pleasant impression. Do not use a casual everyday photograph.

Licenses/qualifications

Fill these in in order in which they were acquired, using their official names. It does not matter whether you fill in qualifications which have nothing to do with the job, or qualifications relating to hobbies.

Academic history

When you fill this in, do not abbreviate the name of schools; in the case of a university, fill in the official names, including those of the school and faculty.

The form is divided into several sections:

- Personal Information:** Name (職安 花子), Date of Birth (13年 4月 1日), Address (新潟県新潟市万代3丁目4-38), and Contact Information (Phone: 025-244-0131).
- Academic History:**

年次	学校名
昭和60	3 新潟市立〇〇中学校卒業
昭和60	4 新潟県立〇〇高等学校(商業科)入学
昭和63	3 同校卒業
- Employment History:**

年次	会社名	職種
昭和63	4 株式会社 〇〇株式会社	入社
平成4	1 一身上の都合により退社	
平成4	3 〇〇商事株式会社	入社
平成12	12 一身上の都合により退社	
- Statement of Purpose:**

株式会社を目指し、就職準備にも積極的に参加している貴社において、経理方針の策定や経理業務の構築までチャレンジしたいため。

事務の経験を生かし、計算書、決算書作成まで責任を持ってできるようにしたい。
- Licenses/Qualifications:**

年次	資格名	取得状況
昭和62	10 日本商工会議所専修簿士検定	1級
昭和62	10 同上	筆記検定 2級
昭和63	3 普通自動車免許	

Employment history

Leave on line blank after the last line of your academic history before writing this. Fill in the official names of the companies without abbreviating them. Fill in part-time jobs and casual apartment jobs if you did these for a long period of time.

Statement of purpose

Think carefully about why you are applying for the job, and try to sell yourself in as specific a manner as possible. This is the part that the person in charge of hiring will pay the most attention to.

Personal preference section

If you prefer a particular employment type or place of work, fill it in here.

Source: *Foreigners who are going to work in Japan*, Ministry of Health, Labor and Welfare

