

It is resume required at job application.

Rirekisho What is it ?



The first thing you prepare for job-hunting is resume which shows history of yourself. Here are some instructions for how to write resume. Express yourself through resume.

Front

Resume Sample

履歴書 平成20年6月2日

| | | | |
|--|---|-------------------------------|---|
| ふりがな 氏名 | ① | 写真貼る位置 縦4cm×横3cmを使用 さい。 | ④ |
| 昭和 年 月 ② 生 (満 歳) 性別 ③ | | | |
| ふりがな 現住所 〒 ⑤ | | TEL. 携帯 FAX TEL. ⑦ | |
| ふりがな 連絡先 〒 ⑥ (現住所以外に連絡を必要とする場合のみ記入) | | 方 FAX | |
| 年 月 ⑧ | 学歴・職歴 (各別にまとめて書く) | | |
| 年 月 ⑨ | 免許・資格 | | |
| 志望の動機、特技、好きな字科など ⑩ | 通勤時間 の 時間 分 扶養家族(配偶者を ⑪ 人 配偶者の扶養義務 有 無 有 無 | | |
| 本人希望記入欄 (特に給料、職種、勤務時間、勤務地、その他についての希望などがあれば記入) ⑫ | | | |
| 保護者(本人が未成年の場合のみ記入) ふりがな 氏名 ⑬ | 住所 〒 ⑭ | TEL. ⑮ FAX | |

Back

<Resume>

① Name 氏名 (ふりがな)

Pronunciation ⇒ Shimei (hurigana)

How to Write ⇒ Write your full name in this part. For above “ふりがな”, write your name in “hiragana” to show pronunciation for Chinese character. Put your seal in last.

Also do not forget to write date you write the resume. For resume, you should use black pen only.

② Date of birth 昭和 年月 日生 (満 歳)

Pronunciation ⇒ shouwa/nen/tsuki/hiumare (man sai)

How to Write ⇒ Write your date of birth and age.

③ Sex 性別 男女

Pronunciation ⇒ seibetsu/otoko/onna

How to Write ⇒ Write male or female

④ Photography 写真を貼る位置

Pronunciation ⇒ Shasin wo haru ichi

How to put ⇒ Put your photograph on this space. But it should not be a snap photo. The photo should be taken in photograph studio or photo ID machine. The photo size is 4cm x 3cm.

⑤ Current address 現住所 〒

Pronunciation ⇒ genjusho/yuubinbangou

How to Write ⇒ Write your current address and postcode.

⑥ Contact detail 連絡先 〒

Pronunciation ⇒ renrakusaki/yubinbangou

How to Write ⇒ Fill in this section if you have another address.

⑦ Phone/Mobile phone/FAX TEL 携帯 FAX

Pronunciation ⇒ telu/keitai/fax

How to Write ⇒ Write the current address, contact number, mobile number, and FAX number.

⑧ Academic and work background 年月 学歴・職歴

Pronunciation ⇒ nen/tsuki/gakureki・shokureki

How to Write ⇒ Write your academic background first. Write the date when you graduated from the first school, primary school, junior high school, high school and so on. Next you have to state your work experience in details like date, company name and job description.

⑨ License and qualification 免許・資格

www.ficcc.jp/foreign/

● The back numbers of “Information Fujimino” are available at online.

Pronunciation ⇒ menkyo · shikaku

How to Write ⇒ Write license and qualification which you have as Japanese driving license.

- ⑩ Motivation, skill, favourite subject and etc
志望の動機、特技、好きな学科など

Pronunciation ⇒ shibou no douki, tokugi, sukina gakka

How to Write ⇒ For motivation, explain why you choose the company and work to apply. State any special skills, and things that you are very good at. And write your favourite subject when you were student.

- ⑪ a, 通勤時間 約 時間 分
b, 扶養家族 (配偶者を除く) 人
c, 配偶者 有 無
d, 配偶者の扶養義務 有 無

Pronunciation ⇒ a, tsuukinjikan / yaku / jikan / hun b, huyoukazoku (haiguusha no kazoku) c, haiguusha / aru / nai d, haiguusha no huyougimu / aru / nai

How to Write ⇒ a, Write how long you take to travel from your house to company. b, Write the number of family members you need to support (excluding husband and wife) c, Put a circle whether you have a spouse or not.

d, Put a circle whether you are obliged to support wife or husband.

- ⑫ Request to company **本人希望記入欄** (especially salary, occupation, working hours, place and so on)

Pronunciation ⇒ honninkiboukinyuuran

How to Write ⇒ Fill in this section if you have any requests for salary, occupation, working hours and place.

- ⑬ Guardian **保護者** (if you are underage)

Name **氏名 ふりがな**

Pronunciation ⇒ hogosha / shimei / hurigana

How to Write ⇒ If you are underage, you need a guardian. Please do not forget to write name in hurigana.

- ⑭ Address of the guardian **住所 〒**

Pronunciation ⇒ juusho / yuubinbangou

How to Write ⇒ Write address and postcode of your guardian.

- ⑮ Phone and FAX number of the guardian **TEL FAX**

Pronunciation ⇒ telu / fax

How to Write ⇒ Write phone and FAX number of the guardian.

It is now severe to get family register certificate ! !

Since May 1, our identification needs to be checked at time of report such as marriage and adoption. Furthermore, there are now requirements and procedures to get family register certificate. For more detail, please contact a public office near you.



Vaccination for measles & German measles

Don't be the measles. Don't let anyone to be the measles. Vaccination can save children's lives. For 5 years starting from this April, 1 grader of junior high school, 3 grader of high school and its age equivalency are objects of vaccination for measles & German measles, as well as 1 year-old and pre-school children. Japan aims at the country of "No measles". Please contact public office and health center nearby.



For rent

This is news about rooms for rent.

- Location in 10 mins walk to **Kamihukuoka Station**

Room Size 2k (3 mat, 6 mat, kitchen)

(Bathroom shared)

Rent ¥20,000 - ¥25,000

Bond for 1 month

Guarantor needed

Available Room 4 rooms

Built 30 years ago

Contact

090-1218-0492 Ogikubo

- Location in 6 mins to **Tsuruse Station**

Room Size 180 m² bathroom, toilet, kitchen 3rd floor

Rent About ¥50,000 Bond & Key money for 1 month

Available Room 2 rooms

Built 7 years ago,

Reinforced concrete

Rent is negotiable for international students

1st floor is a hospital for internal medicine owned by a landlord.

Contact

049-254-9081

Inamoto Shigeta Clinic

This availability was confirmed on May 5. The rooms might be already occupied. For more detail, please contact Fujimino International Cultural Exchange Center.

Phone 049-269-6450

www.ficec.jp/living/

- Living Guidance translated in 6 languages is available.