



Let's Learn How to Write the Japanese Resume/Curriculum Vitae

日本の履歴書について学びましょう

Writing the resume/CV is a very important part to find a job or to change jobs! If you learn to write it correctly, you will have more chances of attracting interest from companies. The Japanese CVs have different formats, but the contents or the writing rules are basically the same. You will be able to use the easiest way for you to write; nowadays, it's recommended to write it on a computer.

◇ Notes before writing your CV:

When writing your CV in **Excel, Word, etc.**, try to **use the same font from beginning to end**. On a CV, it is considered inappropriate to correct mistakes with the correction lines or correction tape. So, if you wish to **write by hand** and **correct mistakes on your CV**, you will have to **rewrite it on the new form**. Also, be careful with spelling and honorary titles. Once you have finished writing your CV, it would be a good idea to ask a Japanese person close to you to check it.

◇ **How to Fill in a CV: (Basic Information Sections):**※Other sections may include the date written, your date of birth, age, self-promotion, reason for the application, personal preferences, etc.

Facial Photo 顔写真 (Kao jashin)	➤ Prepare an ID photo to put on your CV. When taking the photo, it is important to dress appropriately and look nice. A color photo taken within the last 3 months is required.
Name 氏名 (Shimei)	➤ Fill in your full name . Leave a space between your first, middle and last name . ➤ When writing the reading of your name, if it says “ふりがな”(Furigana), write it in hiragana letters, and if it says “フリガナ”(Furigana), write it in katakana letters.
Gender 性別 (Seibetsu)	➤ Circle the one that apply to you. (Recent CV forms do not have a section on gender.)
Address • Contact 住所・連絡先 (Jusho • Renraku Saki)	➤ Fill in your address correctly in the following order: [Postal code], [Prefecture], [City/Town], [District/Area, No.], [Building Name] and [Apartment No. (if flat)]
Phone No • E-mail Address 電話番号・メールアドレス (Denwa Bango/Meru Adoresu)	➤ Fill in your phone number and e-mail address. If you don't have a landline, just enter your cellphone number.
Academic Background • Professional History 学歴・職歴 (Gakureki/Shokureki)	<ul style="list-style-type: none"> ■ Academic Background: ➤ Write the year in the western calendar (e.g. 1990, 2020, etc.) instead of the Japanese calendar (e.g. <i>Showa, Heisei, Reiwa</i>). List school names in chronological order from the high school (Koko) or junior high school (Chugakko) you attended. Don't abbreviate your school names, and be sure to write their official names. ➤ If you have a university degree, fill in the name of the university, department and your major correctly. If you have finished the school, write “卒業 (Sotsugyo) / Graduated”, if you did not finish the school, write “中退 (Chutai) / Not Graduated”, if you are currently enrolled in a school, write “卒業見込み (Sotugyo Mikomi) / Graduation Prospected”. ■ Professional History: ➤ Write in order the companies where you have worked, preferably those where you have worked for more than 1 year. List the names of the companies, the departments and a brief description of the work you did. ➤ The following reasons for the quittance/resignation from the companies are also commonly stated: For the quittance/resignation for personal reasons, “一身上の都合により退職 (Isshinjo no tsugo ni yori Taishoku) / To have Quit/Resigned for Personal Reasons”. Or, for the quittance/resignation for dismissal, “会社都合により退職 (Kaisya tsugo ni yori Taishoku) / To have Quit/Resigned for Company Circumstances”. In the case of the expired fixed-term employment contract, “契約期間満了 (Keiyaku Kikan Manryo) / Contract Period Expired”. If you are currently employed, add “現在に至る (Genzai ni Itaru) / Employed up to the Present Time”. Finally, end by writing “以上 (Ijo) / Concluded”.
License • Qualification 免許・資格 (Menkyo • Shikaku)	➤ Write the western calendar year of the acquisition of licenses/qualifications and their official names correctly. Fill in your licenses/qualifications related to the sector or job you are applying for. ➤ If you have not obtained any of them, write “特になし (Toku ni Nashi) / No Licenses/Qualifications to be Stated”. ■ Language Skills: ➤ Write down the languages you speak and your level.