

3枚セット 1. 英文履歴書、2. Cover Letter、3. 職歴/推薦者

様々なスタイルがありますが、これは一例です。セットですが、1、2、3枚はすべて別学生が提出した分をそのまま使っています。

1枚目

※個人情報保護のため、以下の学生提出原本には実在しない架空の情報に変更しています。

CURRICULUM VITAE

Sumire Nakagawa
2-22 Yayoigaoka 5 cho-me
Sanda-city, Hyogo, Japan
Tel:079-221-5651



※画像ソフトによる背景削除、写真修正作業前のデジタル写真原本
学生本人による写真加工(顔色、てかり、細部修正等々を行います。)

PERSONAL

Date of Birth: 10th December 1993

Age : 20

Place of Birth : Sanda

Citizenship : Japanese

Marital Status : Single

Health : Excellent

Physical Limitation : None

Personal Interests and Hobbies : Classic ballet(for 14 years), jazz dance(for 4 years), watching classic ballet and musical

Club and Activities : dancing

Languages : Japanese, English (speak decently)

Education

High School:

Hokusetsusanda High School, Sanda.

Dates: 2009-2012

Courses: English, Mathematics, Physics, Chemistry, History, Japanese, Biology, Music

Activities: Classic Ballet, Jazz Dance

University Education:

Mukogawa Women's University

Dates: 2012-2016, Expected to graduate on March 2016 : B.A.

Level: English Conversation, English Novel Reading, English Composition,
4 months overseas study at Mukogawa branch school in Spokane., WA, USA
(Full details about my grades are on the enclosed report card)

2枚目

各学生が自分の希望する企業をインターネットで検索し、実際の人事担当者宛てに
架空の応募書を作成します。海外遠隔授業において相手講師が英語のミスやスタイルを示唆します。
またサインを評価し、必用があればサインのサンプルを画面にて示します。

4-5 Hoshida
Katano-city, Osaka

Mr.Kyoichiro Uenishi
President
Oriental land Ltd.
1-1, Maihama
Urayasushi, Tiba

October 29, 2014

Dear Mr. Uenishi (The Maneger)

I read with interest your advertisement for Disney markeing in this morning's Japan Times. I wish to be considered for the post.

For the past 3 year, I have studied practical English at Mukogawa Women's University. I will complete the program within 2 years. In addition to the normal computer skill of typing, my instruction included Word, Excel and Power point. My typing speed is 45 words per minute. Our class also had limited practice, making own homepage and presentation by Power point 2013. My TOEIC score is 470 (November 26th , 2013) and obtained pre 1st grade of STEP in June 20, 2013, MOUS Excel Expert.

I was born in Katano; I am 21 years old and single. My main interests is playing the piano, an abacus and watching TV(a Japanese drama).

I am available to begin work next year, and I can attend an interview any time at your convenience. I look forward to your reply.

Sincerely yours,


Azusa Monguchi

Telephone : 072-891-2911 (home)
Cellphone : 080-1475-9048
Cellphone mail address : a.monk.fkad@docomo.ne.jp
Email (home) : mon.mon.h.y.r.a@hotmail.co.jp
Email (school): mwu1426320@mwu.mukogawa-u.ac.jp

3枚目

Employment History

ABC Corporation
team leader of sales promotion department
2014 April - present
Ashiya

PLAYROOM by Co.Ltd majority&minority
Store staff and Store press 2013 January - 2014 October
Kobe

Moussy by Baroque Japan Limited
Store staff 2012-2013
Nishinomiya,Osaka

References

Mukogawa Women's University
Prof. Akihito Takeda
0798-45-9999 (dial in) Ext.5201
takeda@mukogawa-u.ac.jp

Mr. Shinji Hosoda

President of ABC Corporation
078-331-8989
Hosoda@hosoda-shoukai