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Job Hunting Handbook 2018

For you, about to embark on your job hunt 2

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# 就職活動を始めるみなさんへ

就職活動は、単なる仕事選びや会社選びではなく、自分らしく生きるために自分を見つめなおし、これからの人生においてどのように社会と関わっていききたいのか、仕事を通じて実現したいことは何かを考え、決断する機会です。APUの学生は、急激に変化する社会で活躍できる人材として、企業から大きな期待を寄せられています。授業・ゼミ・サークル・その他活動を通じて異なる文化や価値観に日常的に触れ、多様な人や組織と物事を進めることが求められるAPUの環境で学んでいる皆さんには、想像以上に大きな力が備わっているはずです。どうか自分の可能性を信じて、納得のゆくチャレンジをしてください。

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キャリア・オフィス一同心から応援しています。

キャリア・オフィス一同

## For you, about to embark on your job hunt

Job-hunting is not simply a matter of choosing a job or a company; it is an opportunity to re-assess yourself and what kind of person you want to be, and to think about what role you want to play in society and what you want to achieve through your working life. APU students are highly regarded by many employers for their capacity to play active roles in our rapidly-changing society. In the course of your classes, seminars, student clubs and other activities at APU, you routinely come into contact different cultures and value outlooks and are required to pursue tasks together with a diversity of people and organizations. Learning in this kind of environment has surely made you more capable than you might think. Believe in your own ability, and by all means challenge yourself. As you pursue your job-hunting activities, things might not always go the way you hoped. It is important to continue trying on your own, but finding others in the same position and consulting with people about your activities can reveal new possibilities and open up new horizons. Job-hunting will bring you into contact with many people you would never have met otherwise, and people who can lend you their support. Staff members of the Career Office are always here to help. Make use of the services offered by the Career Office and take control of your future. Good luck and enjoy the journey!

APU Career Office

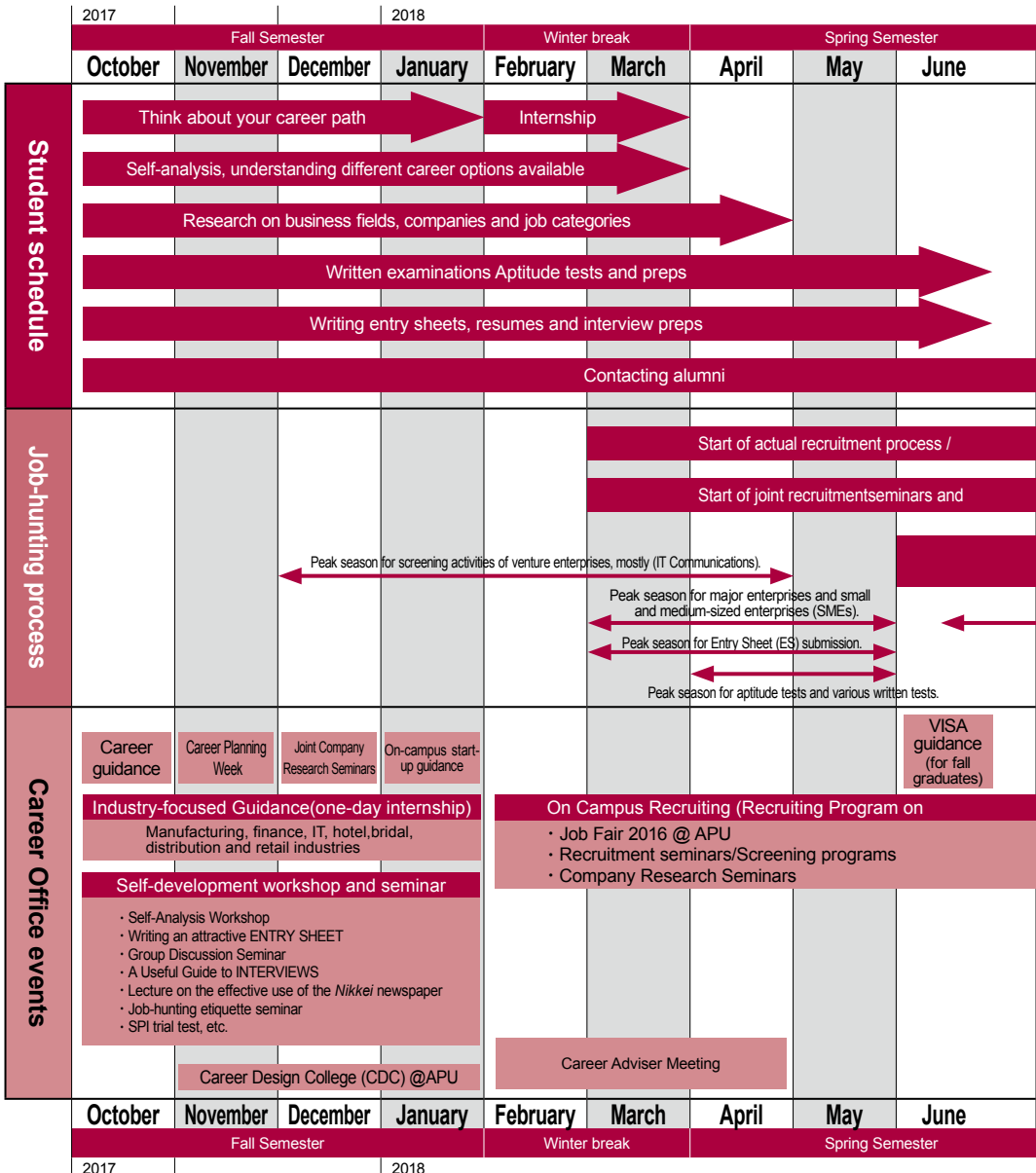
# I. What is Job Hunting?

Job Hunting Handbook 2018



# The General Job Hunting Schedule for APUers.

※ For students graduating in September 2018 and March 2019



※ The process above is the general job hunting schedule. Recruitment schedules and screening methods vary by company/organization.

※ The above schedule is set in accordance with the General Recruitment schedule determined by Keidanren and may change due to various reasons. Please check for updates regularly on Campus Terminal, Campusmate, CO Homepage and CO Facebook page.

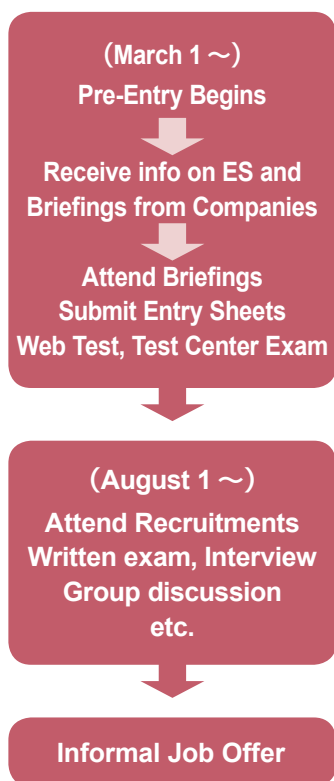


# The Application and Selection Process

Companies use different methods to attract and select suitable applicants. However, the pattern that most companies in Japan follow is to hold a recruitment seminar, accept applications from candidates, and then hold a number of interviews, written examinations, group discussions and/or other recruiting activities. It is important that you know the recruitment schedule and selection processes used by the companies you are planning on applying to, and manage your own schedule carefully. Moreover, it is important that you carry out company research, a self analysis, and prepare for writing entry sheets and taking written exams **before** the recruitment process gets started. Effective prior preparations contribute towards success immensely!

## Flow of Off-Campus Recruitment Process (referred to previous year)

### ※ Listed companies with Keidanren (Japan Business Federation)



Writing an Entry Sheet (ES) / Application for a position is the initiative you take to show your interest and request them to consider your Resume. In the western type this is done through the cover letter. In Japan, depending on the company that you apply, you will first need to submit an ES / Application, along with your CV. This should give them a basic idea about who you are, what experiences you possess and your intentions for the future. Most companies follow a two-step application process, which is Pre-entry and Formal-entry. The first attempt, which is through a headhunter, becomes your pre-entry, while submitting documents directly to the company becomes the formal entry.

Entry sheets can be acquired and submitted in the following ways:

- (1) Fill in the entry form on your personal information webpage of the company's recruitment webpage and send it.
- (2) Fill in the entry form downloaded from your personal information webpage and submit it.
- (3) Fill in the entry form received in a recruitment seminar, and submit it in the seminar or after leaving the seminar.

\*If you complete pre-entry you will be sent information regarding the selection process, so it is a good idea to do so for all companies you are interested in.

Written exams and Web Tests may be used to screen applicants in the first stage. There are many types of written exams such as

: [SPI, GAB,CAB, SCOA, Uchida-Kraepelin psycho-diagnostic test, TGWeb, etc.]

※ You may need to change the settings of the computer in order to take the Web test. Please check your computer settings prior to the test.

In recent years there has been an increase in improper conduct among students taking these tests, such as substitution of examination candidates. As a result, more and more companies are conducting a paper-based test immediately prior to the final interview. Sometimes candidates are rejected if there are major discrepancies between their online and paper-based test scores.

Most companies have quite a few steps in the selection process with at least 2 ~ 3 interviews. Please note that the recruitment process differ from company to company and also by region.

\* Companies may contact you with anonymous caller ID. Please be sure to set your phone to receive anonymous calls.

Successful candidates will be made an informal job offer (called "Naitei") by the company. Some companies may make a pre-informal job offer (called "Nai-naitei") first. When you receive it, please report it to the Career office through completing the Job Confirmation report. Refer to (P.70 Confirming your career choice) for details.

When you receive an official job offer and you accept it either verbally or in writing, it will become a legal commitment. Therefore, please think carefully, either to take the offer or to continue your job hunt, before you confirm acceptance to a company.

\*Please note that companies not listed with the Japan Business Federation will follow their own schedule which may vary from those stated above.

# On-Campus Recruiting and Off-Campus Recruiting

APU students have the privilege to experience two main types of recruiting. Namely, 'On-Campus Recruiting' (OCR) and 'Off-Campus Recruiting'(OffCR) during their study at APU.

	On-Campus Recruiting	Off-Campus Recruiting
Features	<ul style="list-style-type: none"> <li>● Selection process is exclusively for APU students.</li> <li>● Reservation to participate in these recruiting seminars is easier compared to attending seminars held in Tokyo, Osaka etc.</li> <li>● No additional cost for travelling and accommodation.</li> <li>● Since these recruiting seminars are held for small numbers of people, you can communicate with recruiters easily in the Q&amp;A sessions, etc.</li> <li>● If your application is accepted, the entire process until job confirmation may be shorter.</li> </ul>	<ul style="list-style-type: none"> <li>● You will have access to companies that may not visit APU for recruitment.</li> <li>● You will be able to apply to a lot of companies and face interviews in one trip if you go to a city like Tokyo, where are a lot of companies are located.</li> <li>● You will need to register online to participate, either through the company homepage or through a recruitment information website (this can be difficult as registration places for the more popular companies fill up very fast)</li> <li>● You will need to find ways to work in with your class schedule.</li> <li>● The vast majority of companies don't cover transport expenses except for the final round of the recruitment process.</li> </ul>
How to participate	<ul style="list-style-type: none"> <li>● Register via the Campusmate Web.</li> <li>※ Details on the On-Campus Recruiting schedules are posted on the Campus Terminal and the Campusmate Web.</li> </ul>	<ul style="list-style-type: none"> <li>● Register via the company website or other job hunting information websites.</li> <li>● Refer to Job Vacancy information online and apply directly to companies through their designated application guidelines (either by phone, E-mail or registering with job hunting sites).</li> </ul>

## Notes on participation in OCR events

Participating companies are keen on APU students, especially for their global business operations. You have the advantage of facing opportunities especially for APU students, while you represent APU and your country when you attend screening events. Numerous cancellations without warning, late arrivals, and other conduct that undermines trust may cause companies not to participate in future.

Please be responsible and follow good manners and disciplines, so that the special trust we share with companies can be maintained and future APU students will also have access to these opportunities in time to come.

### Important: for those who intend to take part in OCR events

- If you are unable to attend an event after registering for it, please make sure to contact the Career Office and inform us. You can cancel your registration for an event via Campusmate Web, until the registration deadline. If the deadline has already passed, please contact the Career Office directly.
- Unless otherwise specified, please attend all OCR events dressed in a suit and formal attire.
- While these events are held at APU, they are not to be considered as a usual class. These events are the same as if you were attending off campus. So please remember your manners and behave accordingly – don't cancel without warning, don't be late, take off your hat, scarf and jackets before entering the room and don't eat or drink during the seminar, keep your phones turned off and be attentive.
- Please be advised that once you receive an informal job offer and have confirmed your career choice (agreed to employment at a company), you will not be permitted to participate in any further OCR events.

## Flow of On-Campus Recruiting (Example)

On Campus Recruitment at APU includes two main types: one involving both company briefing and interviews, referred to as the Recruitment Seminar & Screening, and the other involving seminars and company briefing only, referred to as Joint Company Research Seminar / Company Briefing which is called Job Fair at APU.

### Recruitment Seminar & Screening

Announcement made on Campus Terminal & Campusmate Web

Details such as time/date and schedules are posted on the Campusmate Web.

※ Refer to (P.13) for details on browsing.

### Application for participation

Check the details of seminars/programs on the Campusmate Web and apply. Pay attention to the deadlines of application and documents to be submitted.

### Participation in Recruitment seminars

Seminars are held on the APU campus.

※ Participate positively in the seminars/programs of companies you are interested in.

### Participation in screening programs Written exams, interviews, etc.

Programs are held on the APU campus.

※ Some companies pre-screen students who can participate in the screening programs through Web Test, documentary elimination, etc.

### Informal Job Offer

When you receive it, please report it to the Career office through completing the Job Confirmation report. Refer to (P.70) for details.

### Joint Company Research Seminars Job Fair 2017 @ APU

Announcement made on Campus Terminal & Campusmate Web

Details such as time/date and schedules are posted on the Campusmate Web.

※ Refer to (P.13) for details on browsing.

### Application for participation

Check participating companies and apply for the event.

### Joint Company Research Seminars Participation in Recruitment seminars

Seminars are held on the APU campus.

※ Last year, 5 seminars were held, with a total of 59 participating companies.

### Participation in screening programs Written exams, interviews, etc.

These are general screening programs held outside the APU campus.

※ In some (irregular) cases these might be held on the APU campus.

### Informal Job Offer

When you receive it, please report it to the Career office through completing the Job Confirmation report. Refer to (P.70) for details.

# Using the General Selection Process for your Job Hunt

There are approximately 4.2 million companies operating in Japan, and of these it is said that approximately 30,000 recruit for new university graduates every year. Only a very small fraction of these companies however use On-Campus Recruiting, in their hunt for new employees. Students who also apply to companies via the general selection process will greatly improve career opportunities. We strongly encourage you to take advantage of this avenue to ensure finding the company and job of your dreams! Here we introduce three typical patterns of job-hunting using the general selection process.

## 1. Applying on your own via a job information site

By registering with a job information site you can search for jobs by industry and job-type etc. After finding a job you are interested in, you should work through the application process on your own.

### Comprehensive Job Information Sites (covering a broad range of industries and job-types)

**Rikunabi:** Rikunabi, or リクナビ is operated by Recruit Career Co., Ltd, and of all the Japanese job information sites posts the largest amount of information targeting new graduates. In addition to looking up companies and the dates and times of company explanatory sessions, students who register with this site also have access to a wealth of useful job hunting information about self-analysis, entry sheets and SPI exams etc. <https://job.rikunabi.com/2019/> (Japanese only)

**Mynavi:** Operated by the Mynavi Corporation, Mynavi, or マイナビ. Includes many small and medium enterprises and venture businesses. Provides information on the yearly job hunting schedule and allows registered students to apply for company entries and explanatory sessions. <https://job.mynavi.jp/2019/> (Japanese only)

**Career +:** Formerly known as the Nikkei Shushoku Navi (日経就職ナビ), Career+ (キャリアタス就活) is run jointly by Disco Inc., and Nikkei Human Resources, Inc. As you would expect from Nikkei, Inc., Japan's leading provider of business and economic news, this site has a wealth of high-quality information, including the latest news and information on companies and industries. Many major and leading firms post information on this site. <https://job.career-tasu.jp/2019/top/> (Japanese only)

**Wantedly:** Operated by Wantedly, Inc., this is a new type of job information site that allows you to search using different company features. It takes a lighthearted approach, placing emphasis on finding a job that gets you excited. There are job notices from a broad range of companies, from leading firms, NPOs and NGOs, through to newly established companies. <https://www.wantedly.com>

### Category Specific Job Information Sites

**Mynavi Global Career:** This website for bilingual job-seekers, targeting international students and those with study abroad experiences. Some job offers are also listed in English. <https://global.mynavi.jp/>

**Qnavi:** A recruitment site that focuses on companies in the Kyushu and Okinawa region, looking for recruitment of new graduates. <https://www.qnavi.jp/> (Japanese only)

**Recruiter System:** Some companies use a selection process called the "recruiter system." Through this system the company's HR manager delegates a certain number of young employees to narrow down the number of applicants. After open entry applications have closed, the company employee will contact candidates to set up an individual appointment (if you get a call from a blocked number during your job-hunt remember that it could be a recruiter; so be careful with your phone manners). In some cases you may not be asked things directly related to the hiring process, and may be asked to discuss or answer questions on what the company does. The impression you make could be evaluated and passed on to HR, so even if you are talking to an OB or OG recruiter always bear in mind that it is still part of the selection process.

## 2. Registering with a site that sends through offers from companies

This service allows registered users to upload a profile and other information about themselves for companies to browse. Companies then contact candidates they are interested in. This job-hunting method is more about finding a company that wants you as opposed to you finding a company.

**OfferBox:** Through this site you can upload not just written material but also photos and videos, making it a great medium to freely get across information of your skills and talents, convincing potential employers. Over 1,200 leading companies, from major firms to foreign firms and venture companies, send candidates they are interested in invitations and offers to attend special selection meetings and matching events. <http://offerbox.jp>

**JOBRESS New Graduates:** This candidate-matching site allows students to search for companies and vice versa. Companies send selected offers to students they are interested in and students can alternatively send a profile directly to a company they are interested in. <https://jobrass.com/gakusei/SCST00101>

## 3. Meeting through events

Meeting through events is a great way for students to actually meet company personnel and talk with them directly. A more personal approach than the indirect methods offered via job hunting sites and magazines. There are a large number of various events and study sessions held throughout the country.

### ● Joint Company Information Sessions (Mynavi EXPO, Rikunabi LIVE etc.)

Joint company information sessions provide both students and companies to meet under one roof. One of the benefits of these sessions is the possibility of finding out about jobs and companies you were previously unaware of. Less than 30% of students actually enter the company that was originally their number one choice. The majority of students find jobs at companies they encounter during their job hunt. We recommend that you actively participate in events that give you the chance to meet many different companies and expand your network.

**Gosetsu.com:** Search for the different events being held around Japan.  
<https://www.gosetsu.com/2019/>

### ● Boston Career Forum

The Boston Career Forum is the biggest event of its kind targeting Japanese-English bilingual candidates. This 3-day event sees approximately 200 companies, with some interviewing candidates and giving out job offers on the spot. Forums are held not only in Boston, but also in London, Sydney and Tokyo. <https://www.careerforum.net/event/?lang=E>

### ● Tokyo Career Forum

This is one of the largest bilingual recruitment events in Japan. It is held in Tokyo twice a year, in summer and winter, and is highly recommended for students who had a delayed start to their job hunt due to participation in an exchange program, and those who are pursuing second-round recruitment opportunities. In addition to information sessions, there are interviews, seminars, receptions, and other opportunities to engage with companies, which can lead to job offers. <https://www.careerforum.net/event/?lang=E>

### ● Gyakukujin Festival

This is the reverse pattern of the usual. Job hunters run their own booth and wait for companies to approach them. After one-on-one interviews with managers and HR personnel companies then 'head-hunt' the students that match their criteria. <https://www.studenthunting.com/gf/>

### Important points to note:

- These events can attract some of the more unpopular companies that have a high employee turnover rate.
- The selection process can proceed to the informal job offer stage very quickly, and you may sometimes be required to make decisions straight away.
- Don't let these job-hunting tools and methods run YOU. Research everything thoroughly and use these tools to your advantage. Keep in mind that these are mere tools to support you and not to decide on your behalf!

# Events Organized by the Career Office

The Career Office organizes a variety of events to support students in their job hunt. Below is a list of the main events we offer. Please note that students need to complete their **'Desired Employment and Career Path Registration'** (DECPR) on [Campusmate](#) in order to view or register for events organized and announced by the Career Office. You may always edit this whenever your plans change. Please use this to update us on your changed career plans, so that we can use the new information as we design and implement new career development events for you. The next section will guide you through the registration process of Campusmate.

## On-Campus Recruiting (OCR)

This is a system whereby companies visit APU directly and conduct various stages of their recruitment process here, such as company briefings, written examinations, and interviews. The system encompasses both combined company seminars and recruitment seminars, as well as joint sessions for information provision alone. Collectively, these activities are known as On-Campus Recruiting or OCR. The OCR system is used by companies that are keen to recruit APU students, so both domestic and international students are encouraged to participate actively.

## Joint Company Research Seminars / Joint Company Seminars / Job Fairs / Job Study

These are joint seminars where numerous companies from various industries hold recruitment seminars at the same time. The biggest merit of attending one of these joint seminars is that you will get to meet not just the companies you are interested in, but also companies and industries you don't even know about yet, leading to the discovery of many new options. There are so many types of businesses in every industry and this is a great start to comprehend the uniqueness of each and identify how each student can become a part of it.

## Company Research Seminars

Before actually commencing the application submission period, these seminars are intended to provide you a deeper exposure on different companies. Learn the tactics to conduct company research effectively and know more about them, before you actually start writing the entry sheet, which will be certainly shine better, thanks to the rich information you will have in hand!

## On-Campus Recruiting Startup Guidance

Held in the lead-up to On-Campus Recruiting (OCR) activities beginning in February, this session offers you last-minute advice on how to make best use of OCR and hints for success. OCR has enabled many previous APU students to polish up their job-hunting performance and secure informal offers. However, this does not mean that it is enough just to participate. It is a fact that some students come poorly prepared and struggle to perform well. We will explain what OCR participant companies are looking for in their document screenings and interviews. Please be sure to attend this session.

## Career Adviser Meeting (CA Meeting)

APU graduates, who are currently on the field in various companies and industries, are invited back to APU as Career Advisers to share their first-hand experiences through CA Meetings. In addition to gaining a wealth of advice on job hunting, it is a great opportunity to ask questions and network with APU alumni.

## キャリアカレ by SCA

This workshop/seminar/networking event is organized by the SCAs (Student Career Adviser), who are senior students who have already obtained job offers. As those who conducted job hunting activities the most recent, they remain a great source of information and facilitate current job hunters to absorb the process in a more smooth and prepared manner. This event is an invaluable opportunity for you to get advice from the perspective of another student, and not a staff member or company employee and network with fellow job hunters.

### Self-Analysis Seminar

Understanding yourself, identifying how you really enjoy spending your time and knowing your options are the goals of Self-analysis. Your Career Planning process must be done according to this. The most part of your life will be spent around the choices you make for after graduation, hence that must be given sufficient attention. This is your first step to career planning and we encourage students to start this in their early years at APU, so that they can organize their time at APU to become more productive and gather more fruitful experiences while they still can. Through a very interactive workshop, students will look at their past and present, in order to make plans for their future.

### Writing an Attractive Entry Sheet / Resume

An Entry Sheet/Resume is the first version of you that would be viewed by the recruiter. This will decide whether you will proceed in the screening process or not. In order to deliver the impact you need, designing a very attractive and well-formatted Resume/Entry Sheet is vital. This workshop will help you to bring in your individualism, identify your best skills and strengths that you need your recruiter to know and assist you in presenting the best version of yourself.

### Group Discussion (GD) Strategies Seminar

Recent recruitment trends show a significant use of Group Discussions (GD) in their screening process. GDs are one of the difficult ones to prepare for, but students tend to prepare the least, assuming that their experience in classes would be sufficient. This seminar aims at giving students the must-know info of how a group discussion can succeed and find ways to enjoy that experience together with fellow job hunters.

### A Useful Guide to Interviews

Interviews come in different forms and is one chapter you cannot avoid during the job-hunting process. In this seminar you will learn about what an interviewer is looking for and how you can prepare in advance. Brainstorming and learning together with fellow students, this seminar will share with you the strategies and skill set you need, in order to talk with confidence during your recruitment interviews.

For more details on each of these events, please visit the Career Office homepage and make it a habit to check Campsuamte Web regularly for updates on new events. You may also check the Career Office Facebook page or simply ask at the office front desk during office hours.

**How to Register Your Details in “Desired Employment and Career Path Registration” Login to Campusmate Web and click ‘Desired Employment and Career Path Registration’ from the main menu. Enter the necessary details.**

All students involved in job hunting activities are obligated to register, so that you can access all the event information and register. Some events may allow you to join without prior registration, only if the capacity allows. In order to ensure reservation of you seat, we highly recommend students to complete this DECP Registration, so that you can attend your favorite events and gather all the information you need for your career planning process.

To register, login to Campusmate Web ⇒ choose **‘Desired Employment and Career Path Registration’** from the menu on the left and fill in the necessary details. We kindly request you to update this regularly, whenever you change your ideas on career planning, so that we will get the most updated information about your expectations on career planning support provided by us.

# Campusmate Web

To support students in their job hunting, the Campusmate Web Job-Hunting System has been designed as an exclusive APU system that enables you to browse and obtain relevant event information. This also records your intentions for post-graduate plans and help us design career support activities based on your goals.

## Main purposes of use

- ① **Register for On Campus Recruiting and guidance events**  
We offer various seminars such as joint company seminars, screening related events, etc. Please apply by the deadline if you wish to attend and you may cancel the reservation if your schedule changes.
- ② **Look up for information on Internships**  
You can check internship information by companies and associations that either have a contract with APU or offer opportunities for APU students.
- ③ **Register/report your job-hunting plan and confirmed job offer or continuation to graduate school.**  
Before you start job hunting, you have to complete 'Desired Employment and Career Path Registration' (continuation to graduate school, finding employment, etc.).  
Once you receive and accept a job offer, you have to report your decision to us: (Naitei - informal job offer, acceptance or rejection, etc.).
- ④ **Browse through Job-Hunting Report by past students.**  
Read what past students have written about their own job-hunting experiences. You may well find important information on selection processes and what kinds of questions are asked at interviews (for details, see p.14).

## How to log in

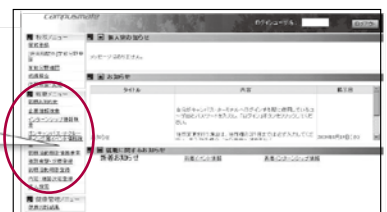
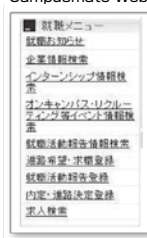
1. You can access the Campusmate web through our home page(<http://www.apu.ac.jp/careers/>) or Campus Terminal.



2. In the Campusmate Web main screen, you can look for any job hunting info through the Job Hunting Menu.

To find more information on each event, please refer to "Campusmate Web Manual" through 'Career Events and Lectures' → 'Guidance & Seminars' on the Career Office homepage.

Campusmate Web



# Using Job-Hunting Reports

Job-Hunting Reports are full of valuable information on various company's recruitment processes, left behind for you by students who have finished their job hunt. What selection processes are followed by your company of choice, what kinds of questions appeared on written tests, what kinds of questions are asked in interviews . . . you may well find exactly the type of information you've been looking for.

Some students have included their telephone numbers and e-mail addresses. In such cases you can request visits or contact them to ask specific questions. We currently have around 400 entries, so please make effective use of them!

## Points to note:

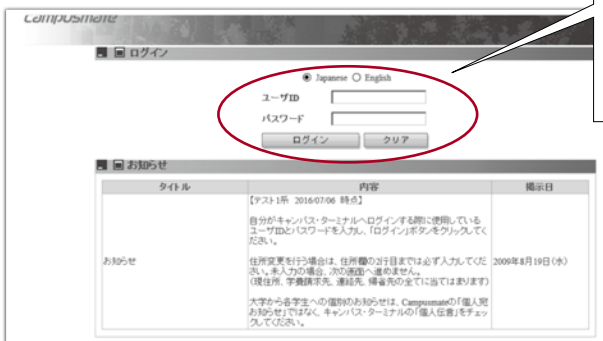
- The use of personal information for purposes other than job-hunting is strictly prohibited.
- Sharing with friends and other people, both within and outside APU, is strictly prohibited.

## How to view the Job-Hunting Reports

1. Click on the "Campusmate Web(APU)" link in the menu on the right of the main Campus Terminal screen.



2. Log in using your APU user ID and password.



Enter your own APU user ID and password to log in.

If you select English at this point, the display will switch to English language.

3. Select “Job Hunting Report” in the menu on the left of the screen.

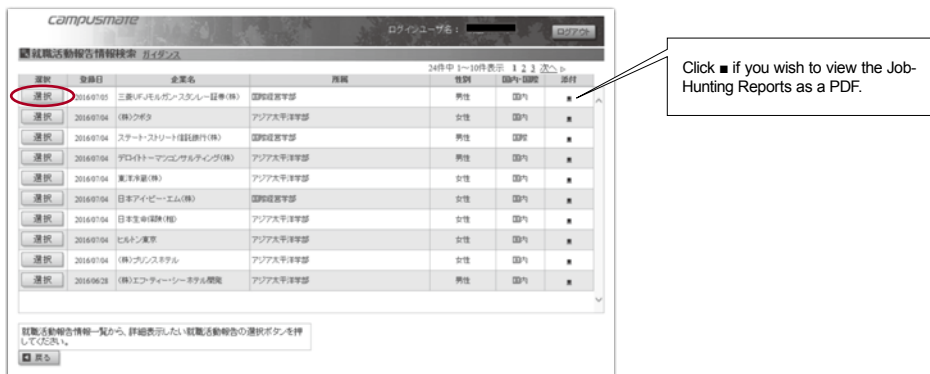


4. Enter your search terms and click “Search”.

A default value is entered in the “Academic Year” field. You can enter a different value manually if you wish. If you leave this field blank, it will search for information across all academic years.

You can search for your preferred “Industry” and “Company Name”.

5. A job-hunting information items matching your search terms will appear. Click “Select” to open a page with details of the company/student selected.



6. The page with details of the company/student selected will open. Scroll to the bottom of the page and open the attached PDF file to view selection details, contacts, etc.

7. Making good use of the Job-Hunting Reports

## II. Designing your future

Job Hunting Handbook 2018



# Self Analysis

Carrying out a 'Self Analysis' is the first step in the whole job-hunting process. A self analysis is used to think deeper about your values and reasons behind what you feel. Your goal should be to identify career opportunities that fit YOU the best. In order to obtain a job offer from the company you dream of, you will first need to identify the inner YOU and the very things that bring out the best in you!

Carrying out a self analysis will help you understand your strengths and weaknesses, and get you thinking about how you can best appeal to a potential employer, something that will also help you during the interview process.

There are a variety of ways to carry out a self analysis. The activity below is something you must try.

## Work ① : A trip down the memory lane (See PP.19 - 20)

### STEP 1: Write down your personal history.

Write down a 'Motivation Graph' and your personal history using the examples from Worksheet ①. As you write, ask yourself "Why did I feel like that?" and "Why did I act like that?" Talking with friends and others close to you about the different times that either raised or lowered your motivation will also help in finding out things about yourself that you wouldn't normally recognize. Ask your family and friends about your personal history and what they remember. You may discover something new about yourself!

### STEP 2: Write down what you discovered from your personal history.

From the examination of your personal history, identify and pick out your interests, abilities and values. What are the interests, skills and values that you already possess, do you think will benefit you during your job hunt and which skills, values and aspirations do you intend to improve on? Being able to answer this question will help you identify yourself much better.

### STEP 3: Collect these points into a written piece to appeal (自己PR)

Gather the points identified in step 1 and step 2 and use them to construct something similar to a cover letter. In Japanese this is called Jiko PR (自己PR), and you will often need to use this during your job hunting. Evaluations of you done by other people who know you, their impressions will also be very useful for you to see yourself in different perspectives.

When promoting yourself in writing, be sure to make a strong statement about yourself, and then follow it up with concrete examples and explanations. It will be easier for the reader to understand if you write using the below order of ① **situation**, ② **what that made you think**, ③ **how you acted and** ④ **outcome/results**.

You can pick up famous quotes, phrases and sayings by different people that are commonly known, which also apply to you and explain why you think so. Use your personal experiences that elaborate such statements about YOU.

As you start writing your entry sheet, please pay attention to listing up the most important experiences of your life. Let them be positive or negative, those that you showcased your leadership skills, team spirit, challenges you faced and how they helped you grow, etc. This list will help you organize the information you provide about yourself in your resumes, for each different company.

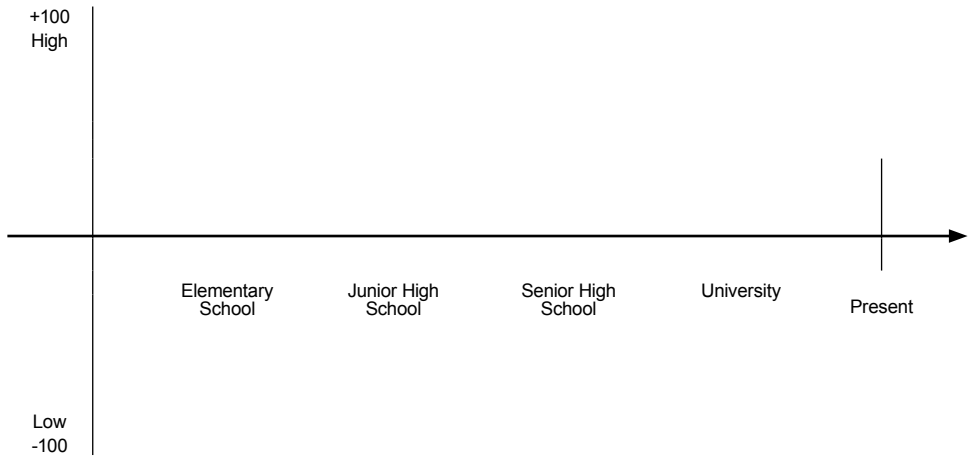
Carefully decide which experiences you wish to share with which company and how those particular experiences can contribute to a positive evaluation of you. Convincing the interviewer that you are the one for the job should be your only goal, hence it is very important that you carefully pick out the information from your past experiences and the skills you have accumulated throughout your university life.

## Worksheet ① A trip down the memory lane

### STEP 1

Let's look at your past experiences in different eyes. Let's fill in the table below while focusing on why you wanted to try those activities and what you intended to learn, if you succeeded in the learning or experienced anything new.

Complete the below Motivation Graph



Summarize your personal history and experiences in the following table.

	Elementary school or younger	Junior high school and high senior school	University
Main activities and experiences			
What influenced you (people, books, etc.)			
What made you feel happy what you succeeded in			
What made you feel sad / what you failed at / what made you feel frustrated			
What you thought about your future			

## STEP 2

From the table in STEP 1 identify the interests, skills and values you have had since childhood and the activities you have been involved in, as well as those which changed significantly, and write below. Also think about common factors that were present when your motivation was high and again when it was low.

Example : Outgoing and prefer challenges, Enjoy team work or being in groups, etc.

## STEP 3

Let's be creative and use what we learned in Step 1 and 2 to produce our Self Analysis points. How do you see yourself and how would you make others identify you?

### 自己PR (Example)

**What do you intend to convey :** 目標達成に向けて努力を続けること

**Specific reasons and examples :** 語学学習

**Describe yourself :** 私は、目標達成に向けて努力し続けることを惜しみません。私の在学する大学には多国籍な学生が集まっているため、入学当初は英語力が足りず、ディスカッションに加わる事ができませんでした。そこで、グローバルな環境でも活躍できる人材になるため、苦手な英語を克服することを決意しました。まずは、一番苦手なスピーキング力を伸ばすため、ランゲージパートナーを見つけ、英語を話す機会を増やしました。文法については、月に英語の参考書を二冊解き、海外ニュースを毎日見ることですりぬぐいを鍛えました。毎日朝7時から夜23時まで授業外でも6時間勉強をし、半年間継続しました。その結果、TOEFL ではスコアを400点から550点まで伸ばすことができました。その後も交換留学で一年間カナダに行き勉強を続け、今では英語でのディスカッションやレポート作成など、苦労せずにできるようになりました。

Have you clearly pointed out the things as you planned ? Do the examples highlight the unique factors about you and sound impressive enough to a recruiter/interviewer ?

### 自己PR

**What do you intend to convey :**

**Specific reasons and examples :**

**Describe yourself :**

## Work ② : Your Career Vision: ○ years from now (See PP.22 - 23)

### STEP 1: Write down your career vision and think about its feasibility. What should you do from now?

Common questions at interviews are specific ones related to your life and work, such as “What kind of work do you want to do?” and “What do you plan to be doing 10 years from now?” To support this process, first try writing them down and your career vision using examples from Worksheet ② .

After completing this step, categorize the items into three lists: the most important items, fairly important items and items that are not so important.

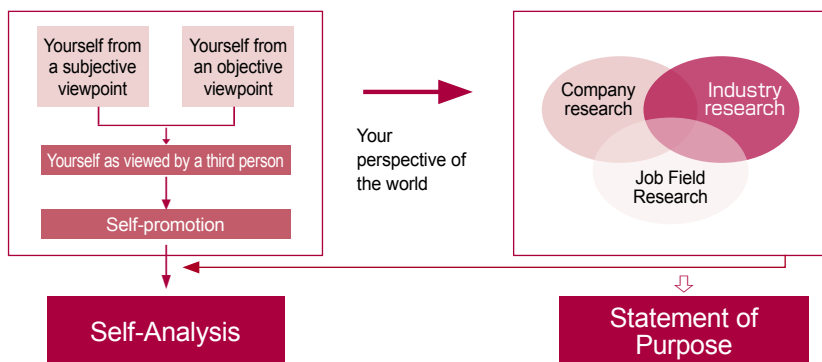
### STEP 2: Write down your career vision: ○ years from now.

Based on the career vision in STEP 1, write down what you would like to be in the future.

You should start to get a clearer picture of what it is you need to do now to get closer to the image you have of yourself in the future. You also probably have better identified what you value and place importance on in your life. If there is anything you can do in the present to achieve your vision, by all means start to take action. Such activities will reflect well in your job applications and interviews, as you will be able to say, “I am putting in this effort now,” or “I want to use these current experiences towards developing my future career.” Holding a clear vision of your future will better enable you to realize the specific career you desire.

### Using your Self-Analysis to Form your Reason for Applying / How you intend to contribute to the company (志望動機 – しぼうどうき)

As shown by the diagram, your self-analysis forms the basis for your statement of purpose. To put it differently, if you haven't completed a thorough self-analysis, your statement of purpose will lack conviction. You choose to apply to a company because of who you are, therefore showing who you are and why you chose that company is crucial to your statement of purpose. Being able to see inside yourself is the key point of self-analysis, and this means being able to see your motivations too, from where your statement of purpose will naturally flow.



\*Once you have written down your personal history and career vision, it does not mean they are finished. Always try to take note of new discoveries and realizations about yourself and add them to what you have already written down.

## Worksheet ② Write down Your Career Vision: ○ years from now

Your Career Vision is your own goal, plan or path for your career in the long-run. Let's go through some examples to help you start thinking about your future.

- (1) I want to do a job where I can cheer people up and support them.
- (2) I want to do a supervisory job. I want to have the authority to direct people.
- (3) I want to become a specialist rated as excellent in society.
- (4) I want to gain a high income and live a rich life.
- (5) I want to have a healthy and financially stable life.
- (6) I want to place importance on my private time.
- (7) I want to do a job that requires me to move around outside the office.
- (8) I want to do a job that requires teamwork.
- (9) I want to do a job that needs my discretion.
- (10) I want to do a job where I can feel that I am useful to society.
- (11) I want to do various tasks. I want to continue to try new tasks.
- (12) I want to create beautiful things in an environment where culture is esteemed.
- (13) I want to make rules in a systematic method to accomplish a plan.        etc.

### STEP 1

Write down your career vision and consider how important it is.

Your Future Career Vision	Level of importance

## STEP 2

Write down your career vision ○ years from now. You can decide the number of years (e.g. five years, 15 years). In order to accomplish your final career vision, what do you want to be in the process?

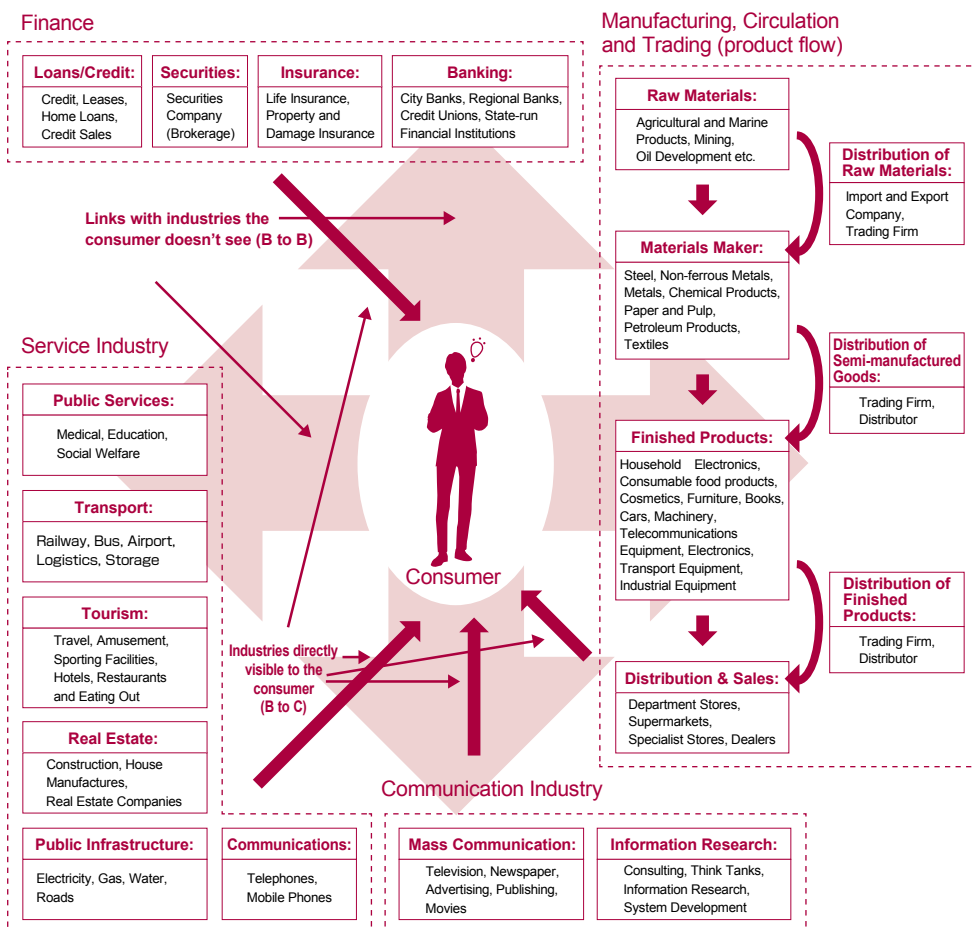
	<b>Work (Student life)</b> <ul style="list-style-type: none"> <li>• Study</li> <li>• Improvement of skills</li> <li>• How to work etc.</li> </ul>	<b>Private life</b> <ul style="list-style-type: none"> <li>• Hobbies</li> <li>• Leisure time</li> <li>• Part-time job etc.</li> </ul>
<b>Present</b>		
(    ) <b>years</b> <b>later</b>  (    ) <b>years</b> <b>old</b>		
(    ) <b>years</b> <b>later</b>  (    ) <b>years</b> <b>old</b>		

# Industry and Company Research

How many companies can you name? There are approximately 4.2 million companies in Japan, but most people can probably name only a handful of those. Don't narrow your future career choices just to those companies you know. Widen your vision and start finding out more about other companies by carrying out comprehensive company and industry research.

## 1. Broaden your Company/Industry Research

The companies that offer services or products that we connect with in our daily lives are called B (Business) to C (Consumer) companies. However there is a lot that goes on behind the scenes between B (Business) to B (Business) before a product or service reaches the consumer.



For an instance, if it is your dream to 'provide high quality stationary to customers', stationary stores aren't your only option. You could fulfill your dream in the manufacturing or material making industries as well. A student who likes books should look beyond publishing firms and into book stores, printing and even the IT industry, dealing with the technology for digital books. In the preparatory stage of your job hunt don't narrow your choices based on unfounded images. Broaden your company and industry research with sufficient background information on options.

## 2. Comprehensive Company/Industry Research

Once you have narrowed down your preferred industry and company type a little, it's time to start more in-depth research.

Let's look at the banking industry for example. How do banks generate income? What kind of business models do they have? I bet that the picture you have of a 'bank job' is of the person sitting at the counter that you see every time you go in.

First, let's think about the type of customers banks have. Banks have two types of customers, businesses and individuals. Businesses can be further broken down into 'major enterprises' and 'small to medium-sized companies'. Individuals can be affluent or part of the general population.

Don't business strategies change according to the type of customer? And if business strategies change doesn't it follow suit that job content would also change?

It only stands to reason that business strategies would vary for each industry, and even for each company. In order to fully grasp the meaning of this it is essential that you carry out in-depth company/industry research. The more you know about the characteristics of a company or industry, their current business focus and outline, the more of a substantial statement of purpose you will be able to produce.

## 3. How to carefully understand a Company

The Career Office deals with many students wanting to know 'what kind of things make a good company?', and 'is such and such a good company?' Our response is that 'a good company is one that suits you' and that 'choosing a company that is right for you is important'.

In order to find a company that is right for you, you will need to carry out a job hunt that is central to you (self-core) - what do YOU want? What thoughts and standards are you going to take as you embark on finding a job that will let you grow and succeed as a member of society?

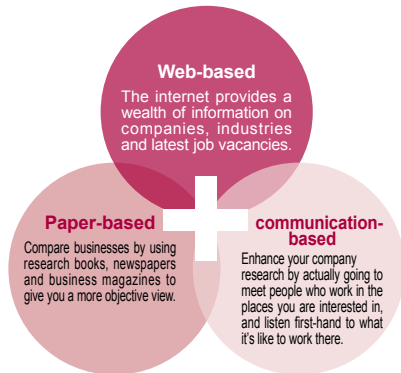
There are a lot of company and industry guides and rankings out there. Use the following to make your company and industry research even more comprehensive.

### Example of Guide and Index Publications

- NICES (A private sector multi-angular evaluation system):  
This ranking was put together jointly by NIKKEI INC., NIKKEI RESEARCH INC., and NIKKEI DIGITAL MEDIA INC. Companies are ranked after being evaluated in four categories; Investors, Consumers and business Partners, Employees and Society. NICES is an acronym of Nikkei, Investors, Consumers, Employees and Society.
  - Current Profit Growth Rate (total of 1st and 2nd term comparative growth rates)
  - Dow Jones Sustainability Index
  - Nadeshiko Brands
  - Top 100 companies that are easy to work in for women
  - Family Friendly Companies
  - Top 100 Global Niche Companies
- etc.

# Gathering Information and Use of Databases

Gathering information is an indispensable part of carrying out industry and company research. Using the internet to search for information has become the norm, but remember that this is very one-dimensional. It is also important that you use newspapers, magazines and books, and also carry out some actual 'legwork' by visiting APU alumni who are working in the companies and industries you are interested in.



## Gather Information with Purpose!

We often hear that 'there is so much information that I just don't know where to start'. Don't just write down a company's management philosophy, capital and sales etc. Keep in mind things like 'the future of the industry', 'comparison between two companies', and 'what kind of working environment the company offers for young employees'. This kind of information will give you material for your entry sheet and interview. Figure out what kind of criteria and work style YOU are looking for too, and make sure you get this across on your entry sheet and in an interview.

## 1. Web-based

### (1) Campusmate Web

You will need to be able to access Campusmate Web to gain information and apply for on-campus recruiting and various other career events. Please refer to 'Using Campusmate Web' on page 13.

### (2) Job Vacancy Information

APU students have access to job vacancies specifically for APU students as well as those vacancies shared with Ritsumeikan University. For details see the section on 'Job Vacancy Information' on page 32.

### (3) Job Hunting Information Sites

You can of course also register to attend seminars not held through APU and apply for job vacancies open to the general public. Some useful sites are: Rikunabi, Mynavi and Kyarisuta

### (4) Company Homepages

Here you will find company and recruitment information.

### (5) Library Database

You can access various databases from the APU Library Homepage (<http://www.apu.ac.jp/media>). From the homepage go to 'Digital Library' and then 'Databases'. The following databases are useful for researching companies.

Database Name	Contents
<b>eo!</b>	Users can search financial reports, semiannual reports, and business reports of domestic listed and unlisted companies. Company information (its performance, financial condition and cash flow, company information history and other index), market information, financial information are also available. Please refer to page 28 for "Company Research through eo!".
<b>Nikkei BP Article Search Service</b>	Full text versions of articles from approximately 40 journals from Nikkei BP, including their back numbers.
<b>Nikkei Telecom 21</b>	Nikkei Telecom 21 is one of Japan's largest online commercial databases. Its major services include full-text search in company information, personnel information, journals and newspaper articles, including the Nihon Keizai Shimbun.
<b>JapanKnowledge Lib</b>	Cross-search through many media, such as encyclopedias, business authorities, and many kinds of lexicons, just to name a few.

## 2. Paper-based Research

### (1) Newspapers and Business Magazines

Reading newspapers and business magazines is an excellent way to keep up with current financial and business trends. Newspapers keep you up to date with current affairs and business magazines analyze the latest trends and conditions in industries as a whole.

Examples of business magazines: 'Shukan Diamond' (Diamond-sha), 'Shukan Toyo Keizai' (Toyo Keizai Shimpo-sha), 'Nikkei Business / Nikkei Business Associe' (Nikkei BP-sha)

### (2) Books

There are various types of books that can help you with your job hunting activities. Books on different industries and companies, books that outline different job types, and books to help you prepare for the SPI examination, interviews and other parts of your job hunt.

Examples of books:

Industry/occupation research—'Kaisha Shikiho Gyokai Chizu / Shushoku Shikiho' (Japanese Company/Industry Handbook; Toyo Keizai Shimpo-sha), 'Sangyo to Kaisha Kenkyu Series' (Industry and Company Research Series; Sangaku-sha)

Written exams—'Shijo Saikyo SPI & Test Center Chojissen Mondaishu' (Sample Questions for SPI & Test Center Exams; Natsume-sha), 'Hissho Shushoku Shiken [WebGAB/GAB Compact/IMAGES Taio]' (Succeeding in Recruitment Exams [For WebGAB/GAB Compact/IMAGES]; Yosen-sha)

Interviews—'Zettai Naitei' (Securing Job Offers; Diamond-sha); 'Ukaru Mensetsu Ryoku Yosei Sheet' (Interview Training Sheets; Nihon Jitsugyo Shuppan-sha)

### (3) Company Pamphlets

A lot of companies issue company pamphlets aimed at job-hunting students.

#### Use the Career Office Resource Materials !

The Career Office stocks newspapers, business magazines and a wealth of other materials pertinent to your job hunting activities. There are also company pamphlets for over 1,000 companies, focusing on those companies that have visited the university for on-campus recruiting.

Many students in the midst of job hunting, gather in the Career Office, hence is the perfect place to network with fellow job hunters and exchange information.

※ The newspapers, business magazines and written materials are may not be removed from the office premises, in order to allow equal access to everyone. Please be considerate and return the materials soon after you use them.

## 3. Communication-based Research

### (1) Company Explanation Sessions

A great chance to learn about a company in person from company HR personnel, and ask questions during the question and answer time usually held at the end.

### (2) Career Seminars

The regular curriculum Career Design III class features lectures from individuals working in the corporate sector, giving students the opportunity to think concretely about work styles and careers. In addition, the Career Office organizes a wide range of career seminars, such as 'Company Research Seminars', 'Career Design College' and 'Self-Analysis Workshop'. Various job hunting seminars are also held by other organizations off campus.

### (3) Visiting Stores

Visit stores as a 'customer' to check products and services, especially if you are interested in working in a B to C (business to consumer) industry.

### (4) Contacting Alumni

Contacting APU alumni is a great way to hear about working and certain jobs first hand. Refer to 'Contacting Alumni' on page 33 for more details.

## Company Research through eo/

Quick, simple and fast! Write a Purpose of Application one rank above your rivals!

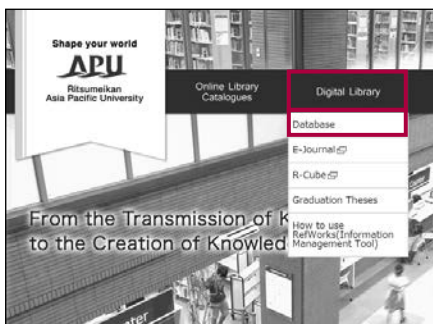
The eo/ database lets you search the company information and financial statements of approximately 5,000 companies within Japan. These financial statements, also called company reports, are public documents produced by companies for external use. They offer an objective and reliable look into companies and how they are running. All APU students can access this multilingual eo/ database, which is offered not only in Japanese but also in English and Chinese. Compare the financial figures and information of competing companies and use this information to help write a 'Purpose of Application' one rank above your rivals!

\*eo/ mainly covers stock exchange-listed companies. If you wish to research non-listed companies, we also recommend using Nikkei Telecom 21. (See p.26)

### 1. Accessing the eo/ Database

The eo/ database can be accessed via the APU Library homepage. From the Campus Terminal click on Academic → Library → Digital Library → Database → eo/

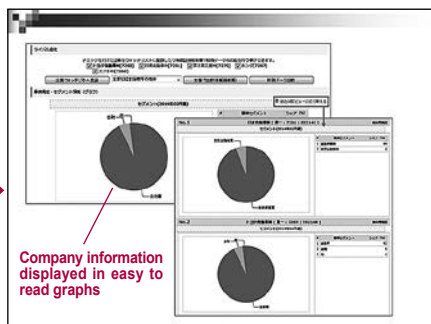
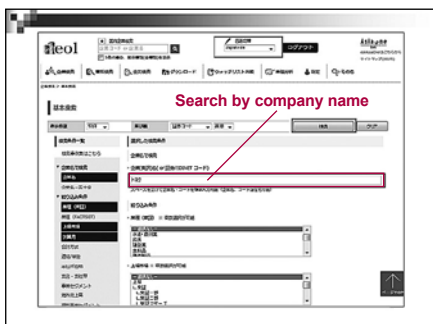
Log into the APU Library Homepage



Choose the DB you want to access



### 2. Looking Up Company Information



## Essential Points to Know

### POINT 1

Understand basic accounting terms

- Sales (売上高) → Total amount of revenue made from sales over one year period.
- Operating Profit (営業利益) → Profit made after deducting operating costs from revenue.
- Operating Profit Margin (営業利益率) → An indicator of how effectively the company is operating.
- Current Net Profit (当期純利益) → Final profit for the current year. A loss is shown in red with a △ key.  
Amounts calculate foreign exchange gains, stock dividends, interest and capital gains and losses.

### POINT 2

You will gain an even better understanding of the company you are researching for by analyzing their figures from the last three years and comparing them with their competitors.

### Example: Looking up Nissan in the eol database . . .

Company Name	Nissan			Toyota
Year	2013/03/31	2014/03/31	2015/03/31	2015/03/31
Sales (million yen)	9,629,574	10,482,520	11,375,207	27,234,521
Operating Profit (million yen)	523,544	498,365	589,561	2,750,564
Operating Profit Margin (%)	5.43	4.75	5.18	10.09
Current Net Profit (million yen)	529,320	527,189	694,232	3,201,373



- Sales are increasing every year. Why?  
→ Healthy sales in North America and China. Struggling in Thailand, India and South Africa.
- Look at the difference in profit margin compared to Toyota.  
→ While Toyota reduced operating costs in order to improve their profit margin, Nissan reduced the price of their cars, leading to increased sales but slower growth overall.  
→ What can Nissan learn from this and what should they be focusing on?
- What is Nissan's future business plan and what does it set out to achieve?  
→ Nissan introduced a 'Nissan Power 88' business plan aimed at raising both profit margins and worldwide market share to 8%

※ Try and write a Purpose of Application based on the above figures and information.

※ To find out more about the eol database, please attend one of the eol seminars conducted by the Library.

## “Company Research Sheet” Example

Use the Company Research sheet on your schedule book and start your company research in your own style!

企業名 Company name	
株式会社エーピーユー	
代表者氏名 Name of company representative 立命 亜細亜 (代表取締役社長)	
基本情報 Basic info	
創業年 Year founded: 2000年	売上高 (※事業別・地域別) Sales (*by business・by region) 3,700 億円 (国内：海外=60%：40%)
社史 Founder, Company History 2010年 東証第一部上場	株式区分 Division of stock 東証一部
経営理念 Management philosophy 未来に向けての新たな価値の創造～常に挑戦者であれ～	業務内容 Business Content 鉄鋼製品・建築資材の製造・加工・流通
求める人材像 Type of human resource needed 文化の壁を越えて行動できる。自ら考え主体的に行動できる。	
募集職種・条件 ※給与・勤務地等 Details on vacant positions 東京、大阪、アジア 8拠点 *Salary, Location, etc. 営業職、初任給180,000円	連絡先 ※採用担当者名、TEL・Eメール等 Contact info *person in charge of recruitment (Tel, Email.) 十文字様 (人事部) 03-0000-0000
事業について About the business	
主力商品・サービス Product Manufacturer・Service provider 鉄鋼建材、アルミ関連材、構造資材、ALC外壁・床・断熱・透湿・防水材自社工場での製造～販売まで一貫流通によるコスト削減	
対象となる顧客 ※一般消費者、企業、官公庁等 Target market *Consumer, Business, Government, Public service etc. 企業 (東亜建設、村雅組、鈴森地所、亜細亜開発工業 等)	
今後の事業方針 Vision・Mission・Future Policies アジアでの建設投資は依然として根強く、都市部の大型開発や、下水道、地下鉄、高速道路などのインフラ整備が今後も見込まれている。	
同業他社との比較 ※業界内順位・強み・弱み Comparison with competitors *Ranking・Competitive advantage & competitive disadvantage A社、B社につぎ業界3位。強み：成長スピード。海外展開 (東南アジア中心) に強み。 弱み：日本国内での需要減による伸び悩み。→アジア方面の今後の市場拡大に期待。	
その他 ※CSR、社会貢献、最近のニュース等 Other *CSR activities, recent updates, etc. 震災支援、子どもたちの未来の支援 (ラオスに学校を建設) CO2削減への取り組み、ISO14001認証取得、地球環境適合型新素材の開発	
働く現場について About the actual work place	
社風 ※年齢層、男女比、教育制度、風通しがよいか、チームプレイ型/個人プレイ型等 Corporate culture *age group, gender ratio, career enhancement, professional relationships, team or individual based, etc. 20～30代が最も多い。新人でも活躍できる環境。 3～5人のチーム体制で業務を行っている。新人には指導者がつく。 風通しはよく、若手が新規事業を担当するケースも多い。 3年後の離職率：40% ← ステップアップとして離職する人も多いのか?	
その他 ※1日の業務、働く上で重要視されること、社員の雰囲気等 Other *Work load per day, recognition of your contribution, etc. 主体的に考え、行動することが重視される。自分の意見をしっかりとることが大事。 担当事業により、内勤中心、外回り中心など働き方が大きく変わる。 風通しはよく、チームを超えた交流も盛ん。	
採用選考スケジュール Schedule for recruitment and screening	
1 応募締切日 Deadline for applications 3月3日 18:00	5 1次選考 (GD) 6月1日 10:30～ 場所：大阪支店
2 企業説明会 3月4日 10:00～ 場所：朝日ビル (大阪)	6 2次選考 (個人面接) 6月3日 15:00～ 場所：本社
3 ES 締切日 4月15日 18:00	7 最終選考 (個人面接) 6月4日 11:00～ 場所：本社
4 筆記試験 5月14日 13:00～ 場所：朝日ビル (大阪)	8

### ×モ Other important info

OB訪問 別府太郎様/海外営業部 (3月22日)

昨年、ベトナム・ホーチミンで新規オフィス開設。スピード感のある仕事にやりがいを感じる。担当業務によっては雰囲気は異なり、自分に合っていないと感じることがあるかも。  
(1 2～3年目から担当業務の希望が出せる)  
離職率について→若い企業なので、以前は早期に転職する人も多かったが、勤続年数は徐々に伸びつつあるのでは。40～50代の社員も多くなっている。  
3～5年で担当業務も変わるため、いろいろな事にチャレンジしたい人にとっては最適。  
海外担当の場合、取引先に合わせて残業や時間外勤務も多い。  
海外出張も多いので、肉体面・精神面ともにタフさは必要。

The Company Research Sheet can be downloaded from Career Office Homepage.

# Internships

An internship is a great opportunity to gather professional work experience while you are still a student. You can try internships at companies or organizations that you are interested in, either to work in future or for your research purposes. They provide students with the invaluable opportunity to deepen their knowledge on vital info for their career planning process. You will learn about what it means to be responsible for a company and the business, the work environment, necessary skills at a work place and what type of job suits you the best. Take the initiative to search for interesting internship options while you are a student, so that you can gather invaluable information for yourself and also help make your resume shine brighter than other applicants!

## Internship Types and Periods

The internships you will be able to participate in before job-hunting gets underway in earnest, are those being held during February and March, 2018. In general an internship placement lasts for between one and two weeks. In addition to the 'Independently Arranged Internships', which students find and apply for on their own, APU offers a number of 'Contract Internships'. You will need to examine the options available to you and find an internship that best suits your needs. Please check the career office homepage for more details or simply consult the office staff and discuss about your options.

### ① Contract Internships

APU offers various internship placements at companies and organizations that have signed a memorandum of understanding with the university. A list of these companies and organizations will be published on the Campusmate Web and given to students during the Internship Guidance session. All applications are carried out through the university and if certain practical hours and length criteria are met students may also be able to receive credits for their internship.

### ② Independently Arranged Internships

These are internships that students look for and apply for on their own.

When you attend independently-arranged type internships, you need to submit 'Internship Notification Form' before attending, and 'Internship Report Slip' after completing the internship to the Career Office.

### ③ 1-day Internship

Internships are a growing trend in recent years. The 1-day Internship is a program that involves participating in a mini-internship lasting a single day. The internship can take a variety of formats, including lectures, workshops, and workplace visits. Consider participating if you are seeking general knowledge about a specific industry or company, or if you want to experience the atmosphere of a workplace for yourself.

※ Internships for working experience are being used as a recruitment tool, to gauge whether or not a student would be suitable, by evaluating his/her genuine attitude towards the organization.

You may win an advantage over others in later screening process, if you have interned before.

During the period of the internship, pay extra attention to what you do in the work environment. It might be one of 'Employment-related internships'.

# Job Vacancy Information

A 'Job Vacancy Form' is one of the ways a company informs students that they are in the process of recruiting new employees. Companies that put out job vacancies then carry out a selection process of the students that applied. APU students can check job vacancy information specifically for APU students as well as information shared with Ritsumeikan University.

## Job Vacancy Information Posted at APU

All of the job vacancies that come to APU can be viewed via Career-tasu UC, a DISCO Inc. operated job vacancy search system for students. For an ID and password to login to this site please see the following diagrams.

### Career-tasu UC – Ritsumeikan Asia Pacific University

The diagram illustrates the process of accessing job vacancy information. It starts with the Career Office homepage, which features a 'Log In' button. A red arrow points to the login page, which has fields for 'User ID' and 'Password'. Another red arrow points to the Career-tasu UC homepage, which displays job listings with details such as '求人番号・企業名' (Job Number/Company Name), '求人職種' (Job Position), and '給与' (Salary). The page also includes a search bar and a '検索' (Search) button.

## Jointly Shared Job Vacancy Information

You can check job vacancies that are shared with Ritsumeikan University via the CAMPUS WEB (RU). From the 'Job Hunting Guide' menu on the Career Office Homepage (<http://www.apu.ac.jp/careers/>), click on 'Job Vacancy Information'. (You can login using your APU ID and password)

### CAMPUS WEB (RU) Login Page

The diagram illustrates the process of accessing jointly shared job vacancy information. It starts with the CAMPUS WEB (RU) login page, which has fields for 'User ID' and 'Password'. A red arrow points to the job search results page, which displays a list of job openings with details such as '企業名' (Company Name), '職種' (Job Position), and '給与' (Salary). The page also includes a search bar and a '検索' (Search) button.

※ Please come to the Career Office if you have any trouble using these sites.

# Contacting Alumni

An excellent way to learn more about a company or industry is to contact alumni that are graduates of your university or affiliated universities out in the working world. Think about the clubs and activities you participated in and all the friends you made during your time at APU. Most likely, some of your senior classmates entered your target business or industry, and it would be worth your time to seek them out. They can give you advice and firsthand insight that cannot be found in any pamphlet or information session. They can also give you job-hunting advice in general and share their experiences with you. Use the APU and Ritsumeikan alumni networks to your advantage during your job-hunting. It often takes some effort to find alumni working in your field of interest. Here are some tips on searching for alumni. Please be advised that all companies may not easily provide access to contact Alumni to gather information. Make sure to check details on the homepages before you actually reach out to them.

## Getting connected with alumni:

- Ask friends and family if they know of anyone.
  - Ask senior classmates in your seminar class, club or circle.
  - Ask APU professors and staff.
  - Contact companies you are interested in and ask.
  - Search job-hunting reports (see p.14)
  - On the website of the "Alumni Database" of the APU Student & Alumni Association. (<http://www.alumni.apu.ac.jp/>), find alumni using the function "Member Search."
  - Utilize social networking sites such as LinkedIn (<http://www.linkedin.com>) and Facebook. \*Some functions are only available on a fee-paying basis.
- Whatever method you use, searching takes time, so plan ahead accordingly.

## 1. Making an Appointment

Once you find an alumni member in your field or industry of interest, make an appointment with them. You should make an appointment by telephone, e-mail, or a formal letter. It is important when contacting an alumni member to be as polite and thoughtful as possible, even with senior classmates you knew well. As busy working men and women, their time is precious and you should be aware of the importance of the time they put aside for helping you. You should offer the alumni member a range of your free days and meeting times so as to not inconvenience them or disrupt their schedule.

## 2. Prepare your Questions, Statement of Purpose, and Other Information in Advance

It is important to make the most of your time together with the alumni, so be sure any questions you want to ask are written down and ready. If you are speaking on the phone do not make them wait on the line while you gather your materials. Reply to e-mails promptly and in detail. You should research the company and think about why you want to work at the company and what you may be able to offer the company before you go. Prepare thoughtful questions; don't ask simple questions that can be found on a company website or in a pamphlet. Make the most of your time with the alumni to gain special information you could not get anywhere else.

## 3. Important Details

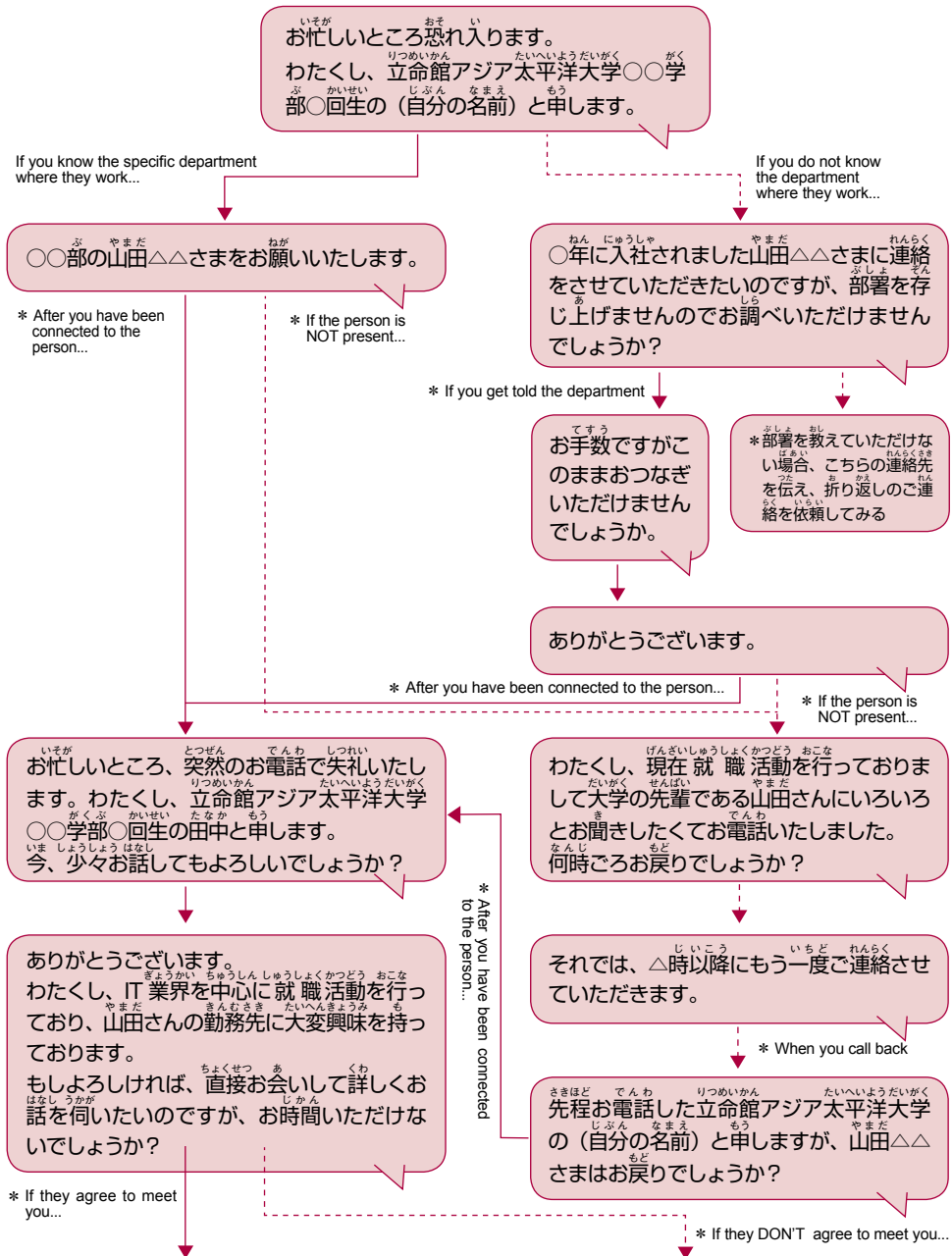
- Never be late. Always be sure to be ready 15 minutes earlier than the appointed time.
- Don't ramble or get sidetracked. Keep your questions short and take notes on the answers and feedback you receive.
- Keep the meeting formal and don't act too casual or friendly. Approach these visits as a professional opportunity, not a relaxed get-together.

## 4. Express your gratitude to Alumni for their information and time

- Time is an invaluable resources. So make sure you send a Thank you-note and express your gratitude to all the Alumni members you gather information from, so that they will continue to support other job hunters in future.

## Telephoning Alumni

Before calling alumni, make sure you are aware of your own upcoming schedule and have pen and paper by your side. Below are model conversations for telephoning alumni in Japanese.



\* If they agree to meet you...

ありがとうございます。  
早速ですが、山田さんのご都合はいかがで  
しょうか？

場所はどちらがよろしいでしょうか？

はい、わかりました。  
わたくしは大学のロゴが入ったものを目印に  
持って行きます。  
念のため、電話番号を申し上げます。  
〇〇〇 - 〇〇〇〇 - 〇〇〇〇です。  
山田さんの番号をお伺いしてもよろしいで  
しょうか？

では、〇日〇曜日〇時に・・・でお待ちして  
おります。よろしく願いたします。

\* If they DON'T agree to  
meet you...

お手数をおかけして申し訳ございませんで  
した。ありがとうございました。

\* If they can't meet you, thank  
them anyway and say goodbye...

### It is best to avoid calling during the following times:

- At the very start or end of office hours
  - Around lunchtime (11:30 ~ 13:30)
  - In the afternoon of the last day of the month
- \* However, this may not be applied to specific situations, such as emergencies or delays.

- Even though the alumni member may offer to call you back, proper etiquette requires YOU to call them.
- Be sure to write down any times or dates immediately after hearing them.
- If the alumni member chooses a date that is inconvenient for you, explain the reason and ask about another possible day.
- If you will only have limited time in the city where the alumni member is, be sure to contact them well in advance and check that they will be able to meet you.
- Always wait for the other person to hang up before you hang up!
- To protect personal privacy, there may be times that the company will not tell you the department where the alumni member is placed. In this case, state your name and contact details and ask for the alumni member to contact you. If they contact you, be sure to thank them straight away.

## Contacting Alumni (e-mail)

While it is perfectly acceptable to send an unsolicited mail to a publicly listed address, as this is your first contact with the alumni member it is important to make a good impression from the start. Be sure to word your e-mail in a very polite and professional manner.

### 1. Use an easy to understand subject line

As your e-mail will most likely not be attended to immediately, it is important to use a simple and easy-to-understand subject line that will get the recipient's attention every time they look at their message inbox. A specific subject line increases the chance your mail will be read and responded to quickly.

### 2. Keep the message brief

When writing an e-mail you do not need to add the special greetings or other set phrases that commonly open and close formal letters. After a brief greeting and introduction of yourself you should get right to your main points. Try to avoid roundabout, unfocused sentences and be as brief as possible.

### •Basic etiquette practiced in Japan when contacting via emails

宛先：○○○○@○○.ne.jp

CC：

BCC：

件名：OB訪問のお願い

Easy-to-understand subject line

株式会社○○○○  
田中 太一 様

はじめまして。

私は立命館アジア太平洋大学○○学部 回生の垂細垂 リツオと申します。  
突然のメールをお許しください。

32 to 35 characters per line

就職活動を間近に控えている現在、金融業界を第一志望に考え  
企業分析を行っております。

先輩方のご意見も参考にさせていただきたく、校友会サイトより  
OB・OG 情報検索を行っていたところ、一番興味を持っている  
株式会社○○○○で田中さんが活躍されている情報を拝見し  
是非お会いしてお話を伺いたいと思いメールをさせていただきました。

勝手なお願いで大変恐縮ではございますが、一度お時間をいただけ  
ませんでしょうか？

後日、こちらから会社の方にお電話を差し上げますので、その際に  
ご都合をお聞かせいただければ幸いです。

よろしくお願ひ致します。

立命館アジア太平洋大学○○学部  
垂細垂 リツオ

E-mail：○○○○@△△△.ac.jp

住所：〒○○○-○○○  
○○県○○市○○町△丁目□番地○号

## Thanking Alumni for a Meeting

Always send a thank-you letter to an alumni member who has taken the time to meet you. A thank-you letter is preferred to just a phone call or an e-mail.

In your letter you should describe how the meeting was productive for you: e.g. things that you learned, advice that you were particularly grateful for, and so forth. This will help to create a positive image. Use the sample letter below to guide you but do not forget to use your own words to convey your own personality and sincerity.

II

### Sample of a thank-you letter to an alumni member

Seasonal Greeting

拝啓

〇〇の候、田中先輩におかれましては、益々ご活躍のこととお喜び申し上げます。

さて、先日はお忙しい中、貴重なお時間を割いていただきまして本当にありがとうございます。

田中先輩の仕事内容などをお聞かせいただき、今まで漠然としていた仕事に対する考え方が明確なものになりました。また、田中先輩がおっしゃっていた「個人個人が一生懸命自分の役割を果たしてこそグループや会社の目標が達成できる」との言葉が強く印象に残りました。先輩の生き生きしている姿を拝見して、〇〇会社を第一志望とする決意が固まりました。これも先輩のご指導のおかげです。

まもなく、選考が始まります。先輩からご指導頂いたことを糧にして頑張り所存でございます。どうかこれからもご指導くださいますよう、お願い申し上げます。

本筆ながら、田中先輩の益々のご健勝をお祈りいたしております。

敬具

平成〇〇年〇月〇日

立命館アジア太平洋大学

〇〇学部

亜細亜 リツオ

株式会社〇〇〇〇

田中 太一様

Date and Signature

Closing

Main Body

Introductory Paragraph

Guidelines for writing envelopes correctly can be found on P.66 of this book.

# Use of Alumni Database

Being connected with APU Alumni is the fastest way to expand your professional network. You may conveniently gather information about company environment, interview preps and other details that may not be available online, as you conduct company research and prepare for interviews. Through the APU Alumni homepage (<http://www.alumni.apu.ac.jp/>), you can access the Alumni Database and look for alumni who fit your requirements and contact them appropriately, requesting for information.

You may also refer to: The Job Hunting Guide via the Career Office homepage and follow 'Contacting Alumni' for instructions. Also access through the APU homepage: through About APU and Alumni and Parents' Association.

## Signing up to the Alumni site

1. 校友会ホームページの卒業生データベースを選択してください。  
After moving to Alumni Website, click [Alumni Database]



2. 右半分を書いてある説明を読み、ログインIDとパスワードを入力してください。

Read the instruction on the right side and enter your login ID and password.



3. ニックネーム（英語または日本語）を必ず入力してください。（必須）

Enter your nickname in English or Japanese (compulsory)

4. 入力内容に間違いがないか確認してください。

Make sure all are correct.

5. 最後に変更内容確認ボタンをクリックしてください。

Press [Update Profile]

6. 次に、校友検索・メールをクリックしてください。

Then, click [Member Search / Mail]

7. 各検索項目を選択して、最後に検索ボタンをクリックしてください。

Select / enter the blanks then click [Search]

This page is blank.

### III. To thrive the screening process

Job Hunting Handbook 2018



# Entry Sheet and Resume

## Entry Sheet

Many companies have adapted to the use of Entry Sheets, which are applications to jobs. It would be a mistake to simply treat this Entry Sheet as an ordinary application form for a position in the respective company. The Entry Sheet is the primary selection hurdle for these companies when whittling down the initial volume of applications. Your Entry Sheet needs to make the person reading it think 'I want to meet this person!' and if your Entry Sheet does not engender these feelings, it may not take you to the next level in the recruitment process.

Entry Sheets will differ according to company but will usually include things similar to what you would write on your resume, such as 'Self PR', 'Motivation for Applying', 'What did you apply yourself at during university?', 'Sell yourself in one sentence', 'Future vision' etc.

Moreover, your entry sheet will be used during any interview that you are called to. Take a copy for yourself and be sure to have a good grasp of what you wrote. We recommend that you try to envisage what kinds of questions interviewers might ask about the Entry Sheet, and think about how you would answer those questions.

## What to do before penning it down

If you try to write your Entry Sheet before doing anything in the way of preparation, you will struggle to know what to write. Moreover, writing down ideas as they come into your mind leads to an entry sheet that looks disjointed and the reader will be left wondering what, if anything, you are trying to tell them about yourself.

First of all, let's get ready to write!

The entry sheet is not something that 'just has to be there on application deadline day', in fact it is better to consider it thus: 'if I can get this in one day earlier, all the better'.

### [Advice on creating your Entry Sheet]

#### Contents

- ① Organize the message you want to deliver in a clear, concise manner, and write it within a set space.
- ② Make honest, concrete statements based on your experience and facts.
- ③ Clearly explain the reasons behind your statements.

Advice from APU alumni

### [Entry Sheets and Resumes]

- Be straight and concise to express yourself.
- Ensure that your writing is logical and specific.
- Use the PREP rule of writing clearly: 1.Point, 2.Reason, 3.Example, 4.Order of points.
- Keep in mind the Kishotenketsu style of Japanese narrative (introduction, development, turn, conclusion)
  - What did you do at University?
    - How did it make you feel at the time?
    - How did you resolve it?
    - What did you learn from it?
- Think about the '5W1H' to avoid using abstract phrases and unnecessary adjectives.
- Write with the conclusion first.
- Use headings selectively.
- Write in your own words. Don't lie or exaggerate.
- Write as if you were the person reading it too.
- Write with an interview in mind.
- Make sure your writing is neat and easy to read.
- Use the 'Write Freely' space in a smart manner to further sell important points about you in a convincing manner!
- Check it thoroughly to make sure there are no mistakes.



## Basic 10 Rules for Resumes & Entry Sheets

### 1. Use a black fountain or ballpoint pen.

Write in clear, legible characters.  
Do NOT use erasable ballpoint pens.

### 2. Write in a polite and sincere fashion (think about each phrase you commit to paper)

This is not about how pretty your handwriting is. As the saying goes, 'a man's penmanship shows his character' and handwritten statements will reveal your personality. Write like you want people to read what you are committing to paper and be polite at all times.

### 3. Watch out for spelling mistakes, incorrect kanji and incomplete sentences

Mistakes may give recruiters the impression that you are inattentive or lack enthusiasm. Do not use abbreviations or acronyms such as APU and APS.

### 4. Try not to leave any blank spaces

Fill every section.

### 5. Express yourself concisely in short sentences

Try to keep the volume of information easy to digest.

### 6. Use your own words and expressions

There is no manual for this, so use your own phrasing.

### 7. Call upon actual experiences

Draw on one or two actual episodes or events, keep it concise and accurate.

### 8. If you make a mistake, start again

Do not even think about using correction fluid or corrective tape!

### 9. Write what actually happened

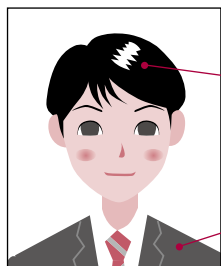
Do not shape history to make your own contribution look more than it was.

### 10. Once you have finished, read what you have written

- Is your photograph attached to the resume in the correct manner?
- Is the resume dated?
- Check again for spelling, kanji and missing items.
- Were you consistent in your choice of expressions and phrases?
- Are there any difficult phrases? Consider re-wording these sections.
- Do your sales points come across?
- Check the entire document for any contradictions.
- Does the document contain everything that you want to express about yourself at this time?

※ Remember to make a photocopy of all final Entry Sheets before you submit them.  
(So you can check what you wrote before an interview!)

## Resume Photo Advice – photo taken within the last 6 months



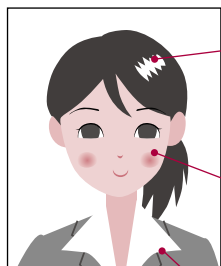
**[For Men]**

### Hairstyle

A short haircut that allows the facial features to be seen is recommended. No bouffant hairstyles!

### Clothing

Wear a suit (black or grey), a plain shirt (white) and a tie. Check your tie knot before the photo is taken.



**[For Women]**

### Hairstyle

If your hair is in your face the overall impression can be too somber, so if your hair is long make sure it is tied back.

### Make Up

Apply natural makeup. Do not wear earrings, ear studs or a necklace.

### Clothing

Wear a suit and a blouse (white). The suit should be a V-neck with a collar – this presents a very clean-cut image.

**DO NOT HAVE YOUR PHOTO TAKEN IN A BOOTH of SELF-OPERATED MACHINE. Instead, get a professional to take your photo in a professional environment and request for the data / negatives of the photo, so that you can make copies later. This is also a more cost-effective way for students.**



## Japanese Rirekisho (Resume)

### 1. Points to note

#### (1) Items: Research topics and Hobbies

When quoting research seminars (try to include seminars that people would find interesting) try to give clear answers to the following questions:

'What was the topic?'

'What were the issues being discussed?'

'What research was carried out?'

'What did you learn/get from the seminar?'

'How will you develop on it?'

#### (2) If your resume stresses your student years

Focus on what your primary goal (or interest) was during your student years, and then describe what you did (what efforts you made) to achieve that goal, and what outcome you produced (what you learned). Moreover, what relevance would this have to a company that hired you? Be persuasive and include concise accounts of actual events so as to help interviewers imagine how you could make use of what you learned, in the company. (Up to approx. five lines)

#### (3) Your Personal Strengths

Firstly, draw attention to your strongest assets (personality, skills, values, dream, etc.) and support it with actual experiences. Try to use episodes or events you haven't mentioned so far. Try to pick on issues not mentioned in section (2) above; this will give you more things to talk about during the interview (max. 5 lines)

#### (4) Qualifications, Internships, etc.

Regarding the qualifications you hold, state their official names and the dates of your acquisition. State clearly the company name, duration and location of any internship positions; make sure it is easy to understand.

#### (5) Make use of the 'Any Other Comments' space

Use this space to freely describe what you want to emphasize to promote yourself. You can comment, for example, on why you are applying to the company and what type of job you would like to do for the company. Remember to mention any awards conferred inside and outside the university.

### 2. Have someone else proofread your work

Your resumes are checked by someone who will never meet you face to face. Based on your resume you may be called to interview then asked about the statements therein. Content that doesn't get its message across does not do anything for you. Have your seminar teachers, Career Office staff, family and friends take a look at your resume and get some feedback.

### 3. Other items to deliver

The selection process for any company will probably require you to deliver other documentation, such as Transcript of Academic Record, Certificate of Prospective Graduation, Health Certificate, etc. At APU, in April and October every year, students are entitled to a free health check, so please be sure to take advantage of this.

For more details, visit the Student Office Homepage: <https://www.apu.ac.jp/studentssupport/>

Please visit the pages "Advisory" → "Health Management / Periodic Health Check-up" → "Periodic Health Check-up."

## Sample of a Japanese Rirekisho (Resume)

Fill in your resume or self-introduction sheets, with a black fountain or ballpoint pen.

If the word 「ふりがな」 is written in hiragana then write your furigana in hiragana. If it is written in katakana 「フリガナ」 then write in katakana.

Write your address clearly and correctly from the prefecture to the name of your apartment, as well as your room number.

Write the date one day prior to the day you submit your documents.

Photographs taken with a digital camera are NOT acceptable.



### 履 歴 書

2018年 6月 10日 現在

フリガナ 氏名 (ローマ字) ア ジ ア リ ツ オ AJIA RITSUO		写真をはる位置 写 真 (3×4cm) 写真の裏面に大学名、 学部、氏名を記入し、 のりづけ。 学籍番号 (××××××××)	
氏名 (漢字) 亜 細 亜 リ ツ オ			
生年月日 1997年 7月 20日生 (満 20歳)	性別 男・女		
フリガナ オオイトケンベツシジュウモンジハル 現住所 〒874-XXXX 大分県別府市十文字原〇丁目〇番			
電 話 0977-78-XXXX	携帯電話 090-1234-XXXX	E-mail (携帯メールアドレスなどは記入不可) XXXX@apu.ac.jp	
フリガナ 連絡先 〒 (現住所以外に連絡を希望する場合のみ記入) 電話・E-mail			

Start from graduation year of your High School.

Leave a space to make it easier to read if the name of the school or university you went to is an English name (written in alphabetic letters) then do not try and write it in katakana. Write it how it is.

Do not leave out any part of your school or university name. If it is a national or state school and that is included in the proper title then don't omit it on your resume.

Include your faculty, department and major

年	月	学歴・職歴 (各項目別にまとめて書く)
<b>学 歴</b>		
2015	3	〇〇県立〇〇高等学校 卒業
2015	4	立命館アジア太平洋大学 国際経営学部 入学
2019	3	立命館アジア太平洋大学 国際経営学部 卒業見込
<b>職 歴</b>		
		なし
		以上

If you have studied abroad, write the names of the countries and schools where you studied. In principle, studying abroad means you studied abroad for a year or more. Regarding information on studying abroad for less than one year, write it in the column for free description.

2014	4	立命館アジア太平洋大学 国際経営学部 入学
		2015年4月より1年間休学し、イギリス レスター大学へ留学
2019	3	立命館アジア太平洋大学 国際経営学部 卒業見込

記入上の注意 1. 鉛筆以外の黒の筆記具で記入。 2. 数字はアラビア数字で、文字はくずさず正確に書く。  
3. ※印のところは、該当するものを○で囲む。 4. 学籍番号欄については、学内への提出の際に活用してください。

In your resume and E-mail ( in written), the expression of "Your company" is always 貴社 (Kishya). Over the phone and other conversational situations, the expression of same is 御社 (Onshya)

Try to express things in your own words. Try and write two of the following ① Why you want to work for this particular industry ② why you want to work for this particular company in this industry ③ Why you want a particular job in this company

It will be easier to explain to a potential employer if you can give specific information and concrete numbers for 'What you tried hard at, why you wanted to do it, what you struggled with, what the results were, and what you gained from it?'

## 自己紹介書

(氏名: 亜細亜 リツオ)

志望動機 以下の2つの理由から貴社を志望しました。  
 ①「仕事遊びを支援することは、人生を豊かにするお手伝いだ」と思ったからです。人生の三分の一の時間を「働いて過ごす」と知りました。それだけ多くの時間を過ごす職場や仕事で自分の希望に合致しているかどうかによって人生の満足度は大きく変わるはずで。仕事遊びの支援を通して、社会や人に大きく貢献できると思い人材業界を志望しました。  
 ② 20代から仕事を任せられ、何事にも挑戦できる社風を感じたからです。私は、20代のうちにどれだけ成長できるかを重視しています。貴社は、20代で新規事業の立ち上げを任せられたり、子会社の社長を務めるなど性別や年齢に関係なく挑戦できる社風があり、自分自身をより成長させられると思いました。

得意な科目または研究課題・ゼミ・卒論など

国際経営学部で、異国間のビジネス形態を比較・分析して、国際的に通用する経営の方策を学びました。具体的には、日本の食品業界における製造業と小売業の海外進出事例を比較調査し、業種別の参入障壁の違いについて分析しました。

学生時代に力を注いだことまた、それによって得たもの

それはバスケットボール部の活動です。大学入学前までは、受験勉強を優先してバスケットボールは好きだったものの、部活に所属してプレイした経験が無く、入部当初は、部員20名のなかで一番の素人で補欠でした。しかし、4年間で何か実績を残したいと思い、レギュラー獲得を目標に、毎日3時間の自主練習をしました。また、上手な選手に積極的に相談し、自分のプレイを見直しました。そうした努力を1年間継続した結果、2年生にはレギュラーの座を掴み、3年生の時には、大会のMVPに選ばれました。この経験から目標を立てて粘り強く努力をする大切さを知りました。

趣味・特技

趣味：絵画。友達などにもよく頼まれて似顔絵を描いています。  
 特技：サーフィン。社会に出ても「バランス感覚がよい」と言われる人間になりたいと思います。

私の特徴

人見知りせず、誰とでも仲良くなれます。大学に入学し、色々な国の友人ができ、趣味である絵画の仲間には上は75歳から下は15歳まで様々です。私がお人となりと仲良くなりたいと思う理由は「人」というものへの好奇心ではないかと思っています。多くの人に出会えることは多くの考え方を知ることができます。そしてこの先、仕事をする上で、お客様や上司、同僚、協力会社、将来的には後輩と、新しい出会いを楽しみにしています。

その他自由記述欄

2016年2月～2016年3月 英語イメージングプログラム参加  
 (オーストラリア アデレード大学)

免許・資格・インターンシップ経験

年	月	内容	年	月	内容
2015	7	普通自動車第1種運転免許			
2016	12	日本語能力試験 N1 ○○○点			
2017	10	TOEIC ○○○点			

Students who have gone to the military service may also write down the experience in this section.

Write the full and proper names of any other qualifications, certificates or licenses you have, including the date of acquisition.

Regarding your hobbies and special skills, do not just write a single word. Write about your specific experiences so that you will be able to have a lively conversation with the recruitment interviewers.

立命館アジア太平洋大学

## English Resumes and Cover Letters

Usually for companies that you apply in English, your Resume / CV and Cover Letter is the key to decide whether you are worth their time for an interview or not. Until the company meets you, the only reference they will have is your Resume and Cover Letter, based on which they will narrow down which applicants that fit them the best. Please pay more attention on earning an interview with the company, so that you can talk more about your experiences and convince the interviewer that you are the best fit for the position and the overall company! Conducting research online is a MUST and gather info about various formats that would help yours look good to anyone! It is very important to be creative and unique in writing your resume too. Avoid writing it in a rush and take time to get it proof-read and make sure you are very confident presenting it and talking about its contents during your interviews.

### 1. English Resume and Japanese rirekisho, what is the difference?

In addition to the language of course, there are a few other differences. In your English Resume you will not: include a photo (unless requested), mention age, gender, nationality, religion and marital status. Your Educational background, work experience, extracurricular activities will follow the reverse chronological order, starting with the most recent. Include the most relevant experiences focused on the job you are applying. Always type and printout your Resume or CV and Cover Letter when submitted in English.

### 2. Format

There is no right or wrong format for the English Resume. If the company you apply for has its own application form / Resume or CV, it is mandatory that you follow exactly as instructed. Otherwise, you will submit your own Resume or a CV, accompanied by a Cover Letter. (CV is at least two pages or more, while the Resume is two pages at most)

### 3. Before you start writing your Resume:

Prior to writing your English Resume, you need to conduct a self-analysis and also a thorough company research. Please avoid submitting the same Resume and Cover Letter to all the companies you intend to apply. In order to write a good Resume, you need to focus on presenting the most important information about you in a very attractive and convincing manner. The more you read and find out, the better you will become.

### 4. After you complete writing your Resume:

The Career Office offers assistance by checking your Resumes, CVs and Cover Letters. Please come to the reception, call us or send an email to submit your Resume and get an appointment to further discuss about it. For more details on how to apply for this service refer to the 'Individual Career Counseling' section on P.78.

※ We require two to three days to go through your documents which you require to be proof-read.

## Sample of an English Resume

Type your name at the top in a large font. You want people to remember it.

Attach your photo here, if required.

# RYOMA JOBS

Address: Current – 12-3-401 Seaside building, Mochigahama, Beppu, Oita, Japan  
 Permanent – 1234, Great Jakarta street 2, Jakarta, Indonesia  
 Contact: +81 80 1122 3344 | ryoma\_jobs@gmail.com | LinkedIn: RyomaJobs | Skype: RyoJo

### Career Focus

With my study abroad experience, living and working in diverse communities, communicating in three languages on a daily basis, I believe I possess the resourceful characteristics required for this position. This experience is a necessity for my career objective, which is to become a financial accountant in five years from now. I strive to improve and enhance my skills every moment possible and believe this opportunity will influence my career development and provide a platform to showcase my skills and talents, while challenging new experiences.

### Education and Coursework

**BBA, International Management** Expected completion Sep 2018  
 Ritsumeikan Asia Pacific University Beppu, Oita, Japan  
 Recipient of 100% tuition reduction scholarship for the entire study  
 Cumulative GPA – 3.6/4.0  
**Relevant coursework also includes:** International Management, Financial Accounting, Japanese Production systems, Business Ethics, Global Human Resource Management, etc.

List the month and year you entered APU, when you will graduate, your GPA (if it is over 3) and some examples of relevant coursework you have taken.

### Extra and Co-curricular experience

**INTERNSHIP**– JICA as Administrative staff Jul 2016 to Aug 2017  
**VOLUNTEER**– Various local exchange activities of teaching English Mar 2016 to Present  
 language and sharing Indonesian culture with locals in Beppu and Oita  
**CLUBS AND CIRCLE ACTIVITIES ON CAMPUS**  
 Member – Indonesian Traditional Arts Circle Feb 2015 to Present  
 Participant – Indonesian Week (cultural festival) 2015 to 2017  
 Sri Lankan Week (cultural festival) 2015 to 2017

If you are a new graduate you won't have any professional work experience so you need to focus your resume on other things like volunteer work, accomplishments etc.

### Summary of relevant skills

#### LANGUAGE

- Indonesian – Native
- English – Advanced (TOEIC 880/990 – Dec 2015)
- Japanese – Business (JLPT N1 – Dec 2015)

#### IT

- Microsoft Office packages
- Adobe software

#### OTHER

- Analytical Reasoning
- Effective time management
- Strong organizational skills
- Complex problem solving
- Flexible team player
- Superior research skills

# Writing Cover Letters

It is standard practice to attach a cover letter with any written documents you submit to a company. This will immensely contribute to how you will be evaluated and be extremely helpful for you to share more information about you that will further convince the recruiter about your skills and experiences related to the job you apply.

Write the date you will be posting the Letter.

## Example of a Japanese Cover letter

平成〇年△月□日

株式会社〇〇〇〇  
採用担当 〇〇 〇〇 様

**Greeting** 拝啓 時下ますますご清栄のこととお慶び申し上げます。

**Main body of letter** 私は立命館アジア太平洋大学〇〇学部〇回生の亜細亞 リツオと申します。この度、貴社の採用試験に応募させていただきたく、下記就職関係書類を送付させていただきます。

**Closing** ご多用の折、誠に恐縮ではございますが、よろしく願い申し上げます。  
敬具

**Attached documents** 送付書類  
履歴書  
卒業見込証明書  
成績証明書  
エントリーシート

Any certificates/ documents that can't be submitted along, please mention here.

なお、健康診断書につきましては、4月下旬以降に発行予定ですので、発行され次第、後日送付させていただきます。

以上

〒×××-××××  
大分県別府市×××××××  
TEL: ×××-××××-××××  
立命館アジア太平洋大学〇〇学部  
亜細亞 リツオ

- ◆ Refer to P.66 for tips on how to address the envelope holding the documentation.
- ◆ For resumes, you should write in red pen 「履歴書在中」 (Resume Enclosed) or 「応募書類在中」 (Application Materials Enclosed) on the bottom-left hand side of the front of the envelope.
- ◆ Refer to P.67 for tips on how to write the Japanese Cover Letters when sending other documents.

## Example of an English Cover Letter

### RYOMA JOBS

Address: Current – 12-3-401 Seaside building, Mochigahama, Beppu, Oita, Japan  
 Permanent – 1234, Great Jakarta street 2, Jakarta, Indonesia

Contact: +81 80 1122 3344 | ryoma\_jobs@gmail.com | LinkedIn: RyomaJobs | Skype: RyoJo

Mr. Steve Sakamoto,  
 Human Resource Department, Awesome Talent Bank,  
 22-3-444 Long Tokyo Street, Minami Azabu, Tokyo

Re: Job position – Financial Accounting Support Team  
 Dear Mr. Sakamoto,

It is with great interest that I write to you today regarding your posting for Financial Accounting Support Team staff. I believe I possess the necessary skills and characteristics you seek and will become a valuable asset to your team and the overall organization.

Currently in my final year at Ritsumeikan Asia Pacific University, Beppu, Japan, I am now focused on completing my final research on *Trends and Movements of Financial Markets in Asia*, and also on the hunt for suitable career opportunities that could provide me the work experience to excel in this field. I am passionate and determined to pursue a career as a Financial Accountant within the next five years and enthusiastic to obtain relevant soft and hard skills to accomplish this goal.

The most recent internship experience at HSBC – Singapore, provided me a thorough foundation for two months, where I could explore the business processes and tasks clearly. I was commended for my positive and professional attitude, friendly and flexible team spirit, equipped by my knack for up to date technology skills and eagerness to resolve any task by paying attention to details.

I have attached my resume with relevant skills and coursework highlighted for your kind reference. May you require, my supervisor at the above internship and my research supervisor at university bear reference to my academic and non-academic experiences and achievements. I eagerly look forward to meeting you and further share my experiences with you, towards a prospective position at your prestigious organization.

Thank you for your time in advance.

Sincerely,



Ryoma Jobs  
 January 17<sup>th</sup>, 2018  
 Enclosure: Resume

# Written Examinations – Start Preparations Today–

While in recent years it has been said that companies employ people based 'chiefly on someone's personal character', the second most important part in the selection process is said to be written exams and/or aptitude tests. The top human resources demanded by companies are judged not just on their academic ability or deviation scores. They are now also judged on overall basic knowledge and how well educated they are in other areas such as common sense, analytical ability, and perceptiveness.

For this reason a lot of companies make candidates take written examinations, especially in the earlier stages of the recruitment process. Regardless of how high you have set your sights on a particular company, if you don't pass the written examination you will not even be able to make it through to the interview stage. The result of written exams varies greatly between students who have or haven't prepared using the relevant materials. Prepare well in advance.

There is nothing as disappointing as failing at the written exam stage of a company you really want to get a job at. When job hunting starts in earnest you will be busy writing resumes and entry sheets so make sure you prepare for the written exams as best you can in advance.

\*In recent years there has been an increase in improper conduct such as substitution of examination candidates. As a result, more and more companies are conducting a paper-based test immediately prior to the final interview. Sometimes candidates are rejected if there are major discrepancies between their online and paper-based test scores.

## 1. Types of Written Examinations

Written examinations come in many different shapes and sizes. Below is a brief outline of the five most commonly used exams.

### [SPI (Synthetic Personality Inventory) Examination]

This is the most commonly used exam and is used by companies regardless of what industry they belong to. This will consist of multiple choice Japanese and mathematics sections, with the possibility of an added personality test.

- Japanese: synonyms, opposites, kanji and comprehension
- Mathematics: addition, multiplication, division, graph reading etc.
- Personality Test: between 300 and 500 simple yes/no questions. In order to get through as many of these questions as possible in the allotted time you will only have a few seconds to answer each question. Don't spend time trying to figure out what the question is trying to find out about you. Answer with your first gut feeling and move on to the next question.

### [General Exam]

General academic exams that test Japanese, mathematics and English ability. There are a lot of different types of questions, for example questions about current events, common sense or business etiquette.

### [Information Processing Exam]

This type of exam, used frequently in the IT industry, tests applicants on the simplicity of complex systems, arrangement of things in a logical and rational order, simple and efficient formulas. This is mandatory for students applying to be System Engineers.

### [CAB · GAB]

These are aptitude tests put out by SHL-JAPAN Ltd. The CAB exam is used not only by a large number of companies in the IT industry but also by a wide variety of other industries and for non-IT job positions. The GAB exam is a more general exam, used widely across many industries but more commonly by companies involved with trading, investment and general research. There has been a trend for major companies to adopt these exams into their recruitment process and because the questions are completely different to those of the SPI exam, you will need to prepare for these exams differently.

### [Company Original Exam]

A company may give out its own original exam. This may include questions similar to an SPI exam or problems related to that particular company or industry.

### [English Exam]

A lot of companies, including foreign and trade-related companies, make applicants take an English exam. Questions are usually related to the type of industry the company belongs to.

### [BAT]

The BAT, or the Bloomberg Aptitude Test, is an aptitude test developed by the Bloomberg Institute, an educational division of Bloomberg LP. Unlike usual aptitude tests, scores are entered into a database, which then functions as a human resource database for companies searching for talent.

### [WEB Test]

While a lot of WEB tests are created based on mark sheets from written paper exams, some companies choose to

customize them, changing the number and type of questions included. Some even include a section to write your **志望動機** (shibou dougi), or reason for application. It is important to gain a feeling for test-taking from an early stage by trying online practice tests offered by companies. You might experience internet trouble or server errors so you don't want to be leaving it right up until the deadline to do these tests. Give yourself plenty of time.

### [SCOA (System for Career Orientation Assessment) – General Aptitude Testing System]

This aptitude test is created on the basis of psychology and statistics. It is being used by about 2,150 large corporations. Mainly testing language, math, logical thinking, English and general awareness; would require specific preparations than the SPI aptitude test.

## 2. Preparing for a Written Exam

The following 3 points are important when preparing for a written exam.

### (1) Start early

Knowing your own ability early on will mean you can thoroughly prepare for the written exams. There are reference books and workbooks for most of these exams so you can start preparing now!

There is also an SPI preparation course and mock exam you can apply for at the APU CO-OP book counter. CO-OP members can purchase books at a discounted price so please take advantage of this service.

### An effective way to follow

Try a mock test and find out your current level



Start studying from unsuccessful areas first



As long as you manage to score above 70% and learn to manage your time, you will succeed !!

### (2) Do a lot of timed practice exams

One of the main points to remember when taking an SPI or similar exam is that you need to try and answer as many questions as you can within a set period of time. When you are practicing questions, don't just go through them at your own pace. Time yourself and keep going through practice papers until you can answer the majority of the questions within the set time. A lot of arts students seem to have problems with the mathematics section. It may pay to send extra time practicing these sections.

### (3) Starting Early is the Best Preparation for Written Exams

Once the selection process is underway you will be busy writing and submitting resumes and entry sheets. Preparing for written exams early will relieve some of the stress and give you more confidence as you proceed throughout the selection process.

## 3. English Learning

With companies expanding their businesses globally, English language skills play a significant role as an essential tool of communication. The requirements differ by industry and the job type, but advanced communication skills will certainly open up more career opportunities on a global scale. Having an impressive English Language test score will help your resume shine and stand out, while providing evidence of your proficient communication skills. In Japan, 600 or higher TOEIC score is expected for fresh graduates, while better paying jobs and favorable career advancement opportunities will require 750 or higher. It will also help you to be exempted from English testing screening if you possess a good English Language Proficiency test score.

Improving language skills requires time and effort. Please start your preps as early as possible and aim to have the highest possible test score prior to starting the job application process.

**Examinations:** Make sure to check the test dates and centers most convenient for you and plan out efficiently. Use mock exams and repeat as many times as possible, so that you learn the strategy to perform better and improve your score. Taking IP tests at APU will also help you in this process.

## 4. Japanese Learning

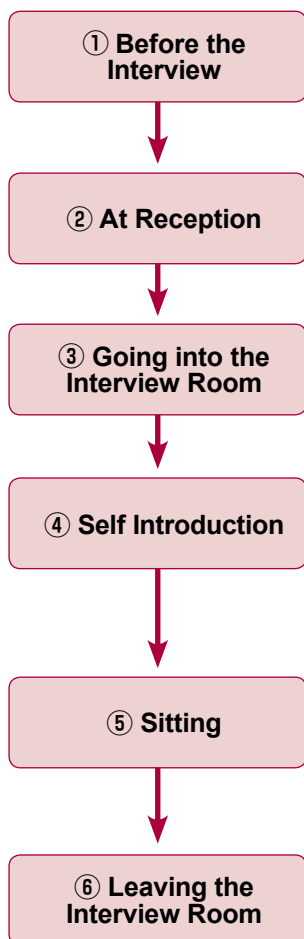
You need to demonstrate your Japanese language proficiency in order to work for companies in Japan, and/or Japanese companies located abroad. In other words, you have more career options if you have good language skills. At least JLPT N2 or higher, ideally JLPT N1, is expected for international individuals to work in Japan. It's important that you start improving your Japanese proficiency as soon as possible in order to achieve the required score before the actual start of your job hunting.

# Interviews and Group Discussions

## 1. What is an Interview?

A recruitment interview is the first time a company gets to actually meet a student. For the applicant an interview is their first step as a person of the working world in seeing whether a company is right for them or not. For the company, interviews are an opportunity to gauge whether a person would be right for the company and a good person to work with. Even though they might only last a short time, interviews are extremely important for both parties to get to know more about each other.

## 2. Leading up to an Interview (From registration until you leave the building)



At the registration desk state your name, college and university and say that you are there for an interview. Be vibrant and speak clearly. Be mindful of how you speak because you want to make a good impression.



You are being evaluated from the moment you enter the building. While you wait and walk around, please be as professional as you can and avoid talking to others in a loud voice. Use the time to quietly go over your reasons for applying and other things you might be asked in the interview.

Knock on the interview room door three times and enter quietly after you have heard a reply. Stand up straight as you enter the room and say 'Shitsureishimasu' after closing the door face the interviewer/s and bow.



Stand beside the chair (In Japan, the most senior person sits the farthest from the door so you, as the least senior person needs to sit close to the door. If you have a choice choose the seat closest to the door you entered) and greet the interviewers. Do this before being prompted by the interviewer/s. If you have a bag with you put it down beside the chair before you say anything.

Wait until the interviewer tells you to take a seat (*okake kudasai*) before saying 'shitsureishimasu' and sitting down. Keep your back straight and place your hands on your knees. Females should sit with their knees together but males can sit with the legs slightly apart – about shoulder width.



After the interview is over, stand beside your chair, say 'arigato gozaimashita' and bow (remember to smile). When you reach the door turn around and say a final 'shitsureishimasu' and bow again before leaving the room.

### 3. What will I get Asked During the Interview?

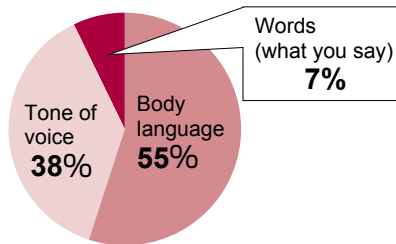
The two main things that a company wants to clarify during an interview are: ① Why do you want to work for them and ② What kind of person you are.

In order to find out the answers to these questions an interviewer will ask you a number of different questions. In order for you to be able to answer these questions effectively you need to have completed thorough research into the company and industry and also conducted a full self-analysis. By doing both of these things you should be able to confidently say what kind of person you are and exactly why you want to work at the company you are applying for.

#### What you will probably be asked at interviews

- ◆ Why do you want to work for us? (弊社を志望した理由は何か?)
- ◆ Tell us about yourself / why should we hire you? (自己PRをしてください。)
- ◆ What are your strengths and weaknesses? (あなたの長所と短所を教えてください。)
- ◆ What are your biggest and most important experiences during university life? (あなたが大学時代にもっとも頑張ったことは何ですか?)
- ◆ What is the biggest difficulty you've faced in your life so far? How did you overcome it and what did you learn from the experience? (今までの人生の中で、一番辛かったことは何ですか? また、それをどうやって乗り越え、そこから何を学びましたか?)
- ◆ Give an example of a current affairs issue that concerns you. (最近気になる時事問題を挙げてください。)
- ◆ Where do you hope to be 10 years from now and why? (10年後のあなたを教えてください。)
- ◆ What type of a university is APU? (APUとはどのような大学ですか?)
- ◆ Why did you choose to study at APU? (なぜAPUを選んで入学したのですか?)

Over selling yourself or sucking up will not lead to a good result. Being yourself and being able to successfully keep the conversation going during your interview will work in your favor.



Taken from Mehrabian's 7-38-55 Rule of Communication

\* However, remember that even though you need to be yourself, you still have to make a good first impression in the time allotted. According to the Mehrabian Rule, tone of voice and body language make up over 90% of a first impression. Your attitude and how you are dressed are therefore very important, but on their own won't win you an interview. Your communication skills in answering questions, initiative, character, passion and other internal factors are also important factors that will influence the outcome of the interview. Being able to strike the right balance when selling yourself will get you closer to passing the interview.

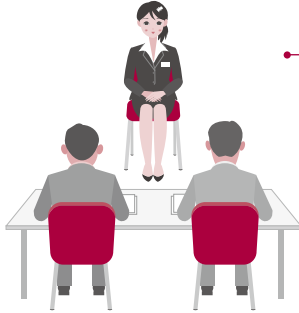
## 4. Interview Etiquette

- ① Before the interview : Make sure you check where you are going and how you are getting there. Being late to an interview is not acceptable. If for some unforeseen circumstances you are going to be late make sure you ring the company to explain why you will be late and what time you expect to be there. Not turning up for an interview without an explanation is also unacceptable and gives not only you but the university a bad name.
- ② At the interview venue : From the moment you enter the company building until the moment you leave your behavior is being observed by company staff. Make sure that you create a positive impression with polite and courteous behavior from the moment you arrive at the company.
- ③ During the interview : Interviews should start and end with an (挨拶) or greeting. How you present yourself and what you say when you first enter the interview room could make or break your interview. Look at the person who is talking to you or asking you a question and address the same person when you give your answer. Everybody gets nervous in an interview situation. If you make a mistake or stumble on your answer then take a breath and say ' すみません ' before trying again.
- ④ Stay focused and on point until you reach the closest stations. Don't go straight outside and light a cigarette or get on your phone to talk to friends.

Advice from APU alumni

[Interview Tips]	[Interview Preps]
<ul style="list-style-type: none"> <li>● Don't ever be late.</li> <li>● Remember that you are being judged from the moment you walk in the building to the moment you leave. Be polite and courteous at all times.</li> <li>● Use keywords and points from your resume and entry sheet.</li> <li>● Act naturally. Look the other person in the eye, smile, be confident and make sure you don't talk too softly or too loudly.</li> <li>● Try not to talk too fast.</li> <li>● Give clear responses to questions.</li> </ul>	<ul style="list-style-type: none"> <li>● Practice answers in front of someone to make sure you aren't talking for too long and that you are easy to understand.</li> <li>● Read your resume and entry sheets out loud over and over again.</li> <li>● Give your answer from a conclusion.</li> <li>● Study and practice so you can use polite and honorific terms correctly and naturally.</li> </ul>

## 5. Types of Interviews



### [Individual Interview]

These interviews are usually used to find out more about an individual. Think about how you would answer questions on your reasons for applying and your strengths, so you are able to answer questions quickly and concisely.

### [Group Interview]

Group interviews usually involve a number of students taking turns to answer the same questions. The aim to compare applicants and only give students a very short time each. It doesn't matter if you have the same answer as someone else, it is about being able to sell yourself in your own way. How you listen when others are talking is also important! Stay focused and alert during the whole interview.

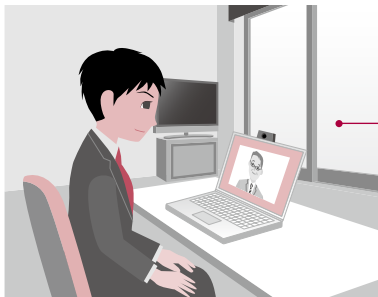
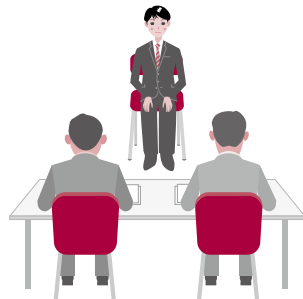


### [Group Discussion]

Applicants talk freely for an allotted time over a set topic. Individuals are watched and evaluated on things such as how much they contribute to the group, initiative, logicity and communication skills and of course how well suited they are to the company.

### [Presentation]

Students give individual presentations one by one in front of an interviewer, on a pre-set topic that was either given on the day or prior. Interviewers look for issue awareness, logical thinking, knowledge and presentation skills.



### [Skype Interview]

These are basically the same as individual interviews. They allow an interviewer to see the applicant's face, even if they are far away or overseas. They eliminate both transport time and costs. Location is usually not specified so they often take place from home. For the interview to go smoothly you will still need to prepare and be mindful of certain things.

## [What is a Group Discussion?]

Group discussions see a group of students discussing a set topic and summarizing things into a conclusion at the end of a set time. They show a person's interpersonal skills such as cooperativeness, leadership and communication skills. They also show individual abilities such as how knowledgeable and logical a person is. Through watching students in a group discussion setting, a company can more easily pick the people they think would be good to work with.

### (1) What are Interpersonal Skills?

- ◆ You are able to listen to the opinions of others
  - ◆ You are able to take in the opinions of others, instead of merely rejecting any ideas that do not match your own
  - ◆ You refrain from making any statements that attack the character of the speaker
  - ◆ You are able to show leadership skills and steer the group away from a stalemate situation
  - ◆ You are able to create opportunities for others to express their opinions, even people that you haven't spoken with before
  - ◆ You are able to use honorific language in a correct and appropriate manner
- «Your interpersonal skills come into play whenever you have dealings with your friends, family, your day-to-day college life, your colleagues and customers at your part-time job, your internships and all of your activities outside of the classroom.»

### (2) What are Personal Skills?

- ◆ Generally updated on economics and business management.
- ◆ Able to apply your educational background, major studies done at university.
- ◆ Creative, an idea creator.
- ◆ Able to structure your thoughts and arguments logically.
- ◆ Ability to smartly distinguish between different opinions.
- ◆ Ability to identify challenges/problems, think of an effective action plan and implement the strategies to resolve the situation / lead towards betterment.

«Personal skills are directly linked to where you receive your information from and if you question the sources, arguments and try to think critically about the content. Always have the knack to learn more and look for different sources of information!»

Advice from APU alumni

### [Group Discussion Advice]

- Make sure the 'objective' of the discussion is clear.
- Figure out your 'role' in the group.
- Be flexible depending on others in the group.
- Listen carefully to what others say, respond, and clearly state your own thoughts and ideas.
- Speak in a cheerful and polite manner.
- Pay attention to people in the group that aren't saying much. Try and include them in the discussion.
- Share your knowledge with the entire group.
- Each group discussion is a 'one off' chance. Try and enjoy them.
- Try not to make yourself stand out for the wrong reasons.
- Don't overdo it. Be yourself.
- Remember the importance of teamwork.
- Actively participate in the discussion.
- Make sure a conclusion is given within the allotted time frame.
- Try and arrive at a conclusion that the whole group is in agreement with.
- The small talk and chatter before the discussion starts is also important. Try and break the ice before it starts.

## [Skype Interviews]

There are an increasing number of companies using Skype to conduct interviews. Skype interviews connect companies with applicants in distant locations and save on both travel time and money.

However Skype interviews often don't specify a set location and in many instances they are conducted from the applicant's home. If you are faced with a Skype interview make sure you take into account the following points.

### [Points]

Attire	Despite it being at home it is still an interview. Wear a proper suit and take pride in your appearance.
Surroundings	Look around to see what will be visible on the camera. A messy room or strange posters on the wall will not make a good impression! Clean up well before the interview.
Lighting	If the room is too dark the interviewer won't be able to see your face properly. Make sure there is enough light and do a check with your camera before the interview is set to start.
Microphone / background sound	Check the volume level of the microphone and make sure there is no background noise. If there is noise interference you will need to do some sound-proofing or change locations. If you have family or other people in the house explain to them in advance that you having a Skype interview and ask that they be quiet during that time.
Camera / line of vision	Check the camera to make sure your face is clearly visible. Try not to look at the computer screen itself. Looking down at the screen and not at the camera (the interviewer's line of vision), wont give a good impression.
Mobile Phone	Make sure you turn off your mobile phone before the interview starts. Even though you are at home, don't get too relaxed.!

※ If you use your computer for chat or messaging make sure you turn notifications off before the interview.

※ If you can we recommend having a practice run on Skype with a friend.

# Grooming and Appearance

Working means dealing and interacting with other people and therefore, when you step out into the working world you will need to follow the business rules and etiquette of not just the company you are working at, but the working world as a whole. Even as a student, it is important that you wear appropriate attire and behave accordingly throughout your job hunting. Looking professional is of course important, but it is not just the way you look, it is the way in which you present yourself as well that will ultimately get you the job you want.

## [Quick Tips]

- Have an appropriate suit ready BEFORE the job selection process begins.
- The point to choosing a good suit is in the fit. Get measured at the shop or ask the sales person to help you find a suit that fits your body type properly.

## Males

### Accessories

No facial hair or visible piercings. Males should not wear accessories with a business suit.

### Shirt

White Shirts are best. Make sure it is clean, ironed and all buttons are done up.

### Bag

Black or navy blue is the norm. Make sure it will easily fit A4 size papers, as most companies will hand out information in this size. Make sure it is clean and not looking too shabby. Check to make sure it goes with the color of your suit. Absolutely NO backpacks.

### Suit

Grey, dark blue or black suits are best. Try to avoid patterns or strong stripes and make sure it fits you properly. Make sure there are no loose threads, and that it is clean and there isn't any dandruff on the shoulders. Leave the bottom button only undone. Make sure trousers are properly pressed and clean.

### Socks

Grey, dark blue or another dark color. Don't wear white, striped, or strangely colored socks.

### Hair

Not dyed or bleached No extensions. Clean, tidy and not too long. Be careful not to have any dandruff.

### Necktie

Choose a color that goes well with your suit (preferably blue or yellow), without being too loud or flashy. Make sure it is tied properly and hangs straight.

#### How to Tie a Tie

##### ■ Simple Knot

This is a small knot and the easiest knot to tie.



- ① Start with the wide end on the right and cross it over to the left side on top of the small end. Cross it over one full rotation at the collar anticlockwise. The wide end should be back in the same position you started in.
- ② With the underside facing you pull the wide end up through the neck hole and push it down through the loop in the tie you have just made.
- ③ Pull down on the wide end to tighten it and adjust the knot accordingly.

##### ■ Half Windsor Knot

This will give you a bigger knot than the simple knot above.



- ① Start with the wide end on the right and cross it over to the left side on top of the small end. Cross it over one full rotation at the collar anticlockwise. The wide end should be back in the same position you started in. Cross it over to the right one more time.
- ② With the underside facing you pull the wide end up through the neck hole and push it down through the loop in the tie you have just made.
- ③ Pull down on the wide end to tighten it and adjust the knot accordingly.

### Watch

Avoid flashy or character watches. Choose something plain.

### Nails

Cut your nails short.

### Shoes

Business shoes that are easy to get on and off. Must be well polished. Choose plain toe type shoes not loafer types.

#### Shoe Types



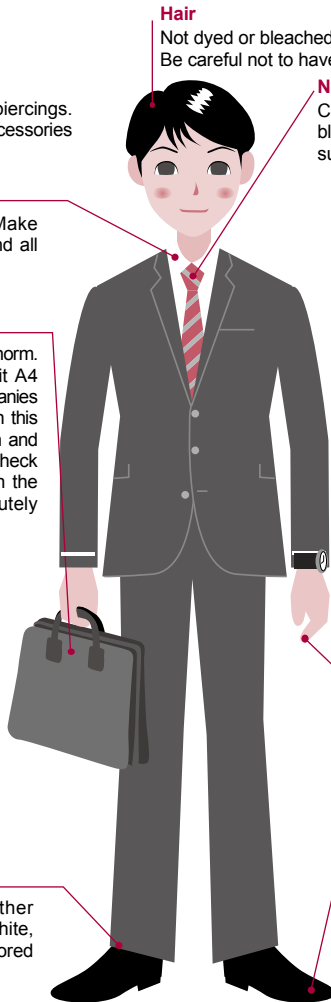
##### Plain Toe

This is the standard type of shoe to wear with a suit. You will do a lot of walking during your job hunt so make sure they fit well.



##### Loafer

Loafers can give the impression of being too casual so try and avoid them.



Creating a good impression when you visit a company, or during an interview is paramount. Stick to the following business etiquette and start your job hunt looking and acting professional!

**[Quick Tips]**

- There might be different tricks to choosing a good suit or blouse depending on the industry or company you are applying to. If you get the chance to visit with OB or OG take the opportunity to get them to give you any advice on your appearance.
- Not getting enough sleep shows on your face so try and make sure you keep a regular schedule and are getting enough sleep.
- Keep up a good daily skin-care regime to ensure you are looking your best on the day.

**Females**

**Color Contact Lenses**

If you are going to wear color contact lenses, make sure they are close to your natural eye color and don't stand out.

**Accessories**

Keep accessories to a minimum. At most wear a small pair of earrings and/or small necklace.

**Shoes**

Black shoes with approx. 5cm heels. Must be well polished and easy to get off and on.



**Hair**

Natural color that is off your face. Wash hair every day to make sure it is clean. Long hair should be tied back. Avoid unnatural or outrageous hair-styles.

**Makeup**

Keep accessories to a minimum. At most wear a small pair of earrings and/or small necklace. False eyelashes or eyelash extensions should be avoided.

**[for Finance, Securities, IT, Real estate, Education industries]**

Use beige pink for lips, apply naturally. Avoid blush on the cheeks. It will give a sense of trust and steady-going.

**[for Mass communication, Airline, Service, Clothing industries]**

Use pink based on coral color for blush. Pick coral color for your lips too. Brighter (but not too much) make-up for these industries will help you look attractive as required for customer service jobs.

**Blouse**

White or light colored shirts are best. Must be clean, well ironed and not gapping at the neck.

**Suit**

Grey, dark blue or black suits are best. Either skirts or trousers are acceptable as long as it fits you and gives a professional look.

Skirts should not be shorter than 3cm above the knee. Consider the length of the skirt when sitting too!

**Watch**

Shouldn't be too casual or too flashy.

**Nails**

Cut your nails short. It is better not to apply any nail polish, but if you do so, choose clear or light pink color.

**Bag**

Choose a bag that matches your suit and that also fits A 4 documents in it. Make sure it is clean, and that it doesn't have a big brand logo.

**Stockings**

Skin colored. Take a spare pair.

**5 Pre-Interview Mirror Checks**

- ① Is your hair tidy?
- ② Is your collar on your shirt and suit jacket folded down properly?
- ③ Is your necktie straight?
- ④ Have you got anything around your mouth or stuck to your teeth?
- ⑤ Is there any dust or dandruff on your suit?

# Use of Polite Speech

## 1. Frequently used honorifics verb (言う・聞く・行く・来る・見る・する・もらう・食べる)

× Incorrect Usage	○ Correct Usage
それでは、申し上げますさせていただきます。	それでは、申し上げます。
資料を拝見させていただきます。	資料を拝見しました。
今、おっしゃられましたように	今、おっしゃいましたように
先日○○さんにおっしゃっていただいた件ですが・・・。	先日○○さんから話していただいた件ですが・・・。
OBの○○課長様からの紹介でお電話致しました。	OBの○○課長からご紹介いただきお電話を致しました。
はい、では11時に伺させていただきます。	はい、では11時に伺します。
今から忘れ物を取りに参ります。	今から忘れ物をいただきに伺します。
お茶をいただきさせていただきます。	お茶を頂戴いたします。
両親もそうおっしゃっていました。	両親もそう申しておりました。

## 2. Often made mistakes to avoid !

Example	Additional comments
次は、漢検の2級に挑戦します。	× 略語はNG。「漢字検定」など正式名称で。
今度、TOEIC®に挑戦します。	○
その合宿は普通に楽しかったです。	× 普通に (学生言葉)
その合宿は結構楽しかったです。	○
職種や勤務地は人事の○○さんとかに伺いました。	× とか (学生言葉・複数を意味)
職種と勤務地は人事の○○さんから伺いました。	○
お手数ですが、改めてご連絡いたします。	× 「お手数ですが」は相手にしてもらおうとき
よろしければ、改めてご連絡いたします。	○
一番最初に御社にエントリーしました。	× 重複表現 「一番最後」「一番最悪」なども注意
一番先に御社にエントリーしました。	○
健康には自信があるので全く大丈夫です。	× 誤用 「ぜんぜん」は否定的な表現に使うのが一般的。
健康には自信があるので全く大丈夫です。	○
携帯をお願いします。	× 略語はNG。
携帯電話をお願いします。	○
すごく印象に残りました。	× 誤用
とても印象に残りました。	○ 「大変」でもよい。
パンフレットみたいなのを拝見すると	× あいまいな言葉
パンフレットを拝見すると	○ 「みたいな」は不要。

Also watch out for other taboo words during your job hunt:

- Colloquialisms and fad words or slang you would use with your friends.
- Words unique to APU : APS, APM, 下界、国内学生、国際学生、ハウス (APハウス) etc.

## 3. Words that help you buy time

Requesting the other party to repeat or elaborate	When you wish to reserve answering
恐れ入りますが	せっかくですが
お手数をおかけしますが	申し上げますのですが
お忙しいところ申し訳ございませんが	大変恐縮ですが
	申し訳ございませんが

## 4. Addressing the various types of companies

株式会社=貴社・御社、銀行=貴行・御行、信用金庫=貴庫・御庫、信託銀行=貴社・御社

The words and language you use will make a big difference in the impression you set. Let's start practicing the use of polite language and make sure to show our respect to the people and their time used on reviewing your Resume and interviewing you.

## Contacting the Companies (Phone, Email, Sending Documents)

### Visiting a Company

There will be many opportunities to visit alumni working in various companies, or they in turn may come to the APU campus to present explanatory meetings about their company — they may even be present during the interview process. The first impression you give, especially when visiting a company, is very important. When visiting a company, be sure to observe good manners and maintain a sincere and serious attitude — your potential employers will take note of these things.

#### (1) Fixing an Appointment

Prior to visiting a company, you will need to make a phone call to fix an appointment with whomever you wish to visit there.

#### (2) Be Punctual

Check and re-check the time for your appointment. Make sure you have plenty of time to get there; however, if you find you are running behind schedule, be sure to call ahead and let them know.

Always keep in mind that the person(s) you are visiting have taken time out of their busy schedule to meet with you and that their time is precious.

#### (3) Mobile Phone Manners

When visiting a company, be sure to turn off the power on your mobile phone or alternatively switch the ring tone to silent mode during any meeting or interview. Be sure that the phone doesn't even vibrate should someone call or message you.

#### (4) Business Cards

Japanese business people have a custom of exchanging business cards when meeting for the first time. However, APU students looking for employment do not have to prepare business cards for this purpose. When receiving a business card from a company employee, be sure to say 'choudai shimasu' or 'Thank you' when the card is offered to you. Bow and accept the card with both hands. If you are about to be seated at a desk, place the card on the desk on your right hand side. Even when you file the business card into a folder or your job hunting memo book, be aware that you are handling a representation of this person's status and handle it with care and respect.

### Points to note when communicating by telephone

The telephone call is an indispensable tool of communication for job-hunting. Master the important elements and basics required for imparting a good impression when making telephone calls for job-hunting.

#### (1) Get ready before making the call

Be aware of what you want to say before you place the call. Getting muddled during the conversation, forgetting something important and/or having to call the person back could all become an annoyance for the person on the other end of the line. Make a written note of what you want to say and the order you want to say it. Keep it concise and easy to understand.

#### (2) Choose your time to call

Apart from when you have a specific calling time arranged, place your call during business hours and try to pick a time that is not too busy for the person you wish to speak to.

※ For a phone conversation example of contacting an OB or OG refer to P.34 and P.35 'Telephoning Alumni'.

#### (3) Stay contactable at all times

During job-hunting, you will often be contacted by companies and the Career Office. As the selection process progresses, you may miss out on important opportunities if you cannot be contacted by phone. Be sure that you are contactable at all times without fail.

## E-mail Protocol

Just as email is an important tool in today's business world, email will also be an extremely useful tool during your job-hunt. Use the guidelines below to ensure that your emails are written in a suitably professional manner.

As useful as email is, try to avoid the temptation to take care of all matters by email. In Japan, handwritten letters or postcards are highly regarded as a more sincere form of correspondence and may be more appropriate depending upon the situation.

### (1) Make the subject of the email clear

Sending an email does not guarantee that it will be read. People working in busy professions usually receive large volumes of emails and may not bother to read an email that appears irrelevant. Always state the matter of your email clearly and concisely in the subject line to avoid your email going unnoticed.

### (2) Keep It Short & Simple (KISS)

When writing emails in Japanese, it is not necessary to use the usual formal greetings used in Japanese letters such as 「拜啓」「敬具」 or 「〇〇の候」。 Instead, use a simple greeting then move onto the main point of your email. Aim to keep your emails as short and simple as possible. Avoid any long-winded or roundabout expressions.

## Sample of an E-mail Requesting a Company to Send Informational Materials

あて先: 〇〇〇〇@〇〇〇.co.jp  
 CC:  
 BCC:  
 件名: 資料請求のお願い

株式会社〇〇〇〇  
 人事部採用課 御中

はじめまして。  
 私は立命館アジア太平洋大学〇〇学部〇回生の  
 亜細亜 リツオと申します。  
 現在、就職活動で企業研究をしており、貴社の〇〇に関して大変興味を持ちました。  
 つきましては、是非貴社の「会社案内」などの資料を送っていただきたく存じます。  
 大変お手数ですが、下記の住所までお送りいただけますよう、何卒よろしくお願ひ致します。

立命館アジア太平洋大学〇〇学部  
 亜細亜 リツオ  
 Eメール: 〇〇〇〇@△△△.ac.jp  
 住所: 〒〇〇〇-△△△△  
 〇〇県〇〇市〇〇町△丁目〇番〇号  
 電話番号: 〇〇〇-△△△-□□□□  
 携帯番号: 〇〇〇-△△△△-□□□□

Make the subject clear and concise like this example.

「御中」 is for when you don't know the name of the person in charge. If you know their name, use the person's name and 「様」 instead of 「御中」.

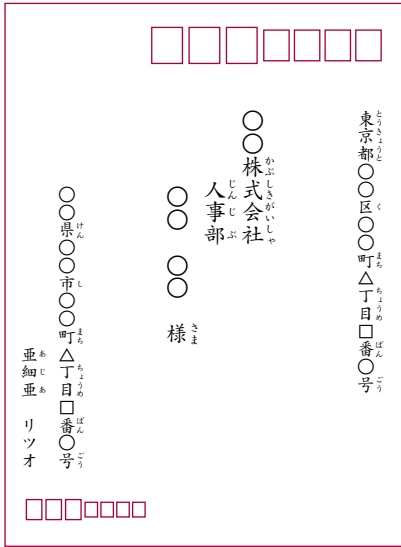
署名





## Basics of Writing a Postcard

### <Front Side>



\* Your address should be written on BOTH sides of the postcard

### <Reverse Side>

Leave a space or start on a new line after your opening words.

平成〇年〇月〇日  
〇〇株式会社 人事部 御中

拜啓  
〇〇の候、貴社益々ご清栄のこととお喜び申し上げます。  
さて早速ではございますが、私は御社の〇〇の事業に関しまして、以前より大変興味を持っております。つきましては、是非一度会社訪問をさせていただきたく、ご連絡をさせていただきます。  
ご多忙の折、誠に恐縮でございますが、ご検討のほど、何卒よろしくお願い申し上げます。

敬具

〒〇〇〇-△△△△  
〇〇県〇〇市〇〇町△丁目□番地〇号  
TEL 〇〇〇-〇〇〇〇-〇〇〇〇  
立命館アジア太平洋大学〇〇学部

並細 亜 リツオ

Start the main paragraph on a new line. Start with a leading word such as 「拜啓」 or 「拝見」 or 「拝読」.

Write your closing words on the right hand side with a space afterwards.

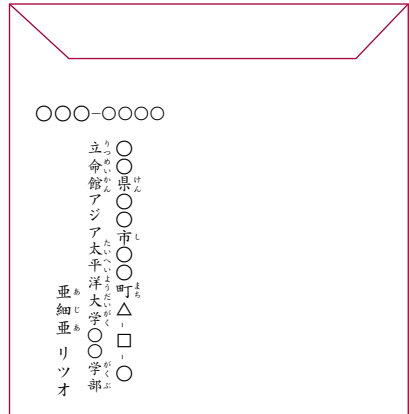
## Writing Envelopes

Write the title of the documents you have enclosed in RED PEN

東京都〇〇区〇〇町△丁目□番〇号

〇〇株式会社  
人事部 御中

(〇〇〇〇在中)



**Points on writing the receiver's address**

- Do not omit any part of the address, including zip code and prefecture.
- Overall, the name of the person you are sending it to should be written in larger letters than their address.
- The company where the receiver is employed should be written in large letters in the center of the postcard.

## Writing a Japanese Cover Letter when Sending Documents

Application documents, additional submissions, informal job offer acceptance letters . . . you will need to send many different types of documents you need to send during your job hunt. Try to attach a simple cover letter to your documents to make it easier for the recipient to know what you are sending.

### Example of a Japanese Cover Letter for Sending Documents

へいせい ねん がつ にち  
平成〇年〇月〇日

かぶしきがいしゃ  
株式会社〇〇〇〇  
じんじふ  
人事部 〇〇 〇〇 さま

りつめいかん たいへいようだいがく がくぶ  
立命館アジア太平洋大学〇〇学部  
あじあ リツオ

TEL : 〇〇〇-〇〇〇〇-〇〇〇〇  
E-mail : 〇〇〇〇 @apu.ac.jp

しよるいそうふ  
書類送付について

はいけい じか 時下ますますご清栄のこととお喜び申し上げます。  
この度は内定をいただき誠にありがとうございます。ご依頼いただいた以下の書類を送付させていただきます。ご査収下さいますようお願い致します。

けいぐ  
敬具

しるす  
記

どうふうないよう  
【同封内容】

- 書・・・1枚
- 書・・・1枚

いじよう  
以上

◆ For advice on how to write an English Cover Letter when sending your resume, please refer to p.50.

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## IV. Process when confirming your career choice

Job Hunting Handbook 2018





## Letter of acceptance of job offer

There are certain companies that will ask you to send in a letter of acceptance when they make you a job offer. This letter of acceptance is basically a promise from you to the company that you will accept their offer and become an employee. This is a very important step in the process and it should not be treated lightly. In the event that you are unsure as to how to respond, come to the Career Office. Meanwhile, if you are sure that this is the company/job for you, send in the letter of acceptance without any further delay.

## In the event of multiple job offers

Even if you receive many different offers, at the end of the day you can only accept one, which means that you have to turn down all the other companies. Be aware of the time constraints and deadlines when responding to these companies and be sure to keep a log. For a company, to have someone turn down their job offer is often seen as a considerable disappointment and as such only turn down a company if you absolutely have to. Be sincere and polite in your dealings with all companies.

## Reporting your job-hunting activities

Your job-hunting record is a valuable legacy for the students who come after you. Please write and submit a Job-Hunting Report. The job-hunting reports that we receive from students are made available for other students to browse on Campusmate Web.

\*Refer to P14 for How to view the Job-Hunting Reports.

## Students not pursuing a job

Students that are not partaking in any job hunting program, such as those moving on to a Graduate School program, those committed to working in a family business, moving on to a specialist college or working towards other qualifications, should contact the Career Office so that we can update your records accordingly.

## Who to Notify of your Job Offer; Letter of Gratitude

Remember, after you receive a job offer, you need to not only express your gratitude to the company that made the offer to you but also inform of the offer and express your appreciation to APU alumni and others who supported your job hunting or introduced the company to you. This is a very important courtesy to all the people who helped you get this far. First, make a phone call and tell them your good news and thank them for their assistance. Then send a letter.

## Writing a Letter

## (Sample)

### Thank you Letter to Company that Offered You a Job.

平成〇〇年〇月〇日  
立命館アジア太平洋大学〇〇学部〇〇学科 亜細亜リソオ  
株式会社 人事部 〇〇様

拝啓 貴社益々ご清栄のこととお喜び申し上げます。  
さて、この度は貴社より内定のご連絡を頂き、誠に  
ありがとうございます。心から感謝申し上げます。誠に  
貴社に入社致しましてからも、精一杯頑張る所存でござ  
います。  
まだまだ未熟な私ではございますが、今後ともご指導  
のほど、何卒よろしくお願い申し上げます。  
敬具

## Making a Phone Call

### Thank you Phone Call to APU/Rits Alumni.

立命館アジア太平洋大学の〇〇と申します。  
先日は御社の選考について色々とお教え頂き、ありがとう  
ございました。おかげ様で御社からの内定のご連絡を頂  
きました。これらもとえに、先輩のアドバイスやご指導の  
おかげです。大変感謝しております。入社してからも精いっぱい  
頑張りますので、よろしく願致します。  
まずはご報告をと思い、電話をさせていただきました。  
ありがとうございました。

### Thank you Phone Call to Person Who Introduced Job to You.

〇〇様でいらっしゃいますか？  
私は、先日〇〇様のご紹介で△△会社の選考を受けさせ  
ていただきました□□と申します。〇〇様にお力添えをい  
ただきましたおかげで、本日、無事に△△会社より内定の  
通知をいただきました。心から感謝しております。  
また改めてご挨拶に伺いたいと存じますが、取り急ぎお電  
話をさせていただきました。本当にありがとうございました。

## The Schedule From Offer to Entering the company

### Common Points for Japanese and International Students

Japanese companies have a few procedures and processes that need to be followed in the time between receiving a job offer and actually joining the company as an employee. This might include training meetings and company events and these will differ from company to company. Make sure you know where you need to be and what you need to be doing – that way you won't worry or trouble the company that has chosen to hire you.

#### [Points to Note]

#### 1. Always make sure you are contactable by the company and by APU

If you do need to leave Japan for some reason after receiving a job offer, be sure to leave contact information with the company and Career Office, including details of where you are going to be and for how long you intend to be away from Japan. Also, report any changes in your contact address, phone number, etc. to the company and Career Office.

#### 2. Make sure you have enough academic credits to graduate

Even if you are in possession of a job offer, if you do not have enough academic credits to graduate, this will cause the company immeasurable distress, as well as seeing all your hard work washed away. Check and recheck your credits and if you still need to pass certain classes, give yourself enough time to pass them and ensure you graduate on time.

### Points to Note for International Students

1. In the event that you plan to return to your home country for a vacation, etc. let Career Office and the company know your address, phone numbers and email contact information (including whether Japanese can be used in the email or not) as well as how long you intend to be gone.
2. In the event that you intend to go to a third country, inform Career Office and the company as to the duration of your travels and your email address (including whether Japanese can be used in the email or not).
3. If you are commencing employment immediately after graduation but need to leave Japan temporarily before that, please be sure to return to Japan in plenty of time in order to change to a work visa.
4. Leave Japan as promptly as possible after you graduate; do not prolong your stay unnecessarily. The part-time work permit you obtained under your College Student visa will also be invalidated as soon as you graduate and cease to be a student (your enrollment terminates).

Last date of enrollment

September graduation: September 20 (terminated as of September 21)

March graduation: March 31 (terminated as of April 1)

\*Your College Student visa may still be valid for a few months after your graduation due to procedural requirements when it was first issued. This does not mean, however, that you can remain in Japan after graduation right up to the expiry date.

An example of a schedule for international students entering a company in Japan is given on the next page.

### <An Example of an International Student's Schedule Prior to Joining a Company>

Last year's schedule is shown here by way of example. Dates of selection and official job offers are likely to be different this year, so please be sure to check the correct schedule with the personnel division of your prospective employer.

#### [For students graduating in September and joining a company in October]

- Until August : Some companies have seminars and meetings with all new recruits as well as internal placement interviews, etc.
- July and August : Receive the necessary documentation from the company for change of status of residence application.
- August onwards : Visit the immigration office and apply for a change in your residence status. Arrange your new residence and moving date, if applicable.
- September : Graduation Ceremony  
Gain permission to change your status of residence  
Move home  
Change your Residence Card (change of status, address)
- October : New Employee Ceremony

#### [For students graduating in September and joining a company in April]

- Until September : Some companies have seminars and meetings with all new recruits as well as internal placement interviews, etc.
- September : Graduation Ceremony
- October : After the job offer becomes official on a certain date, you may return to your home country.  
\* hand in the required documents for changing your status of residence to the company  
\* In the event that the job offer date comes after your status of residence runs out, you will need to apply for a short-term extension
- February or March : Receive the necessary documentation from the company for the change of residence status application, visit the Embassy or Consulate-General of Japan in your home country and apply for your new visa.  
Take necessary procedures regarding your new residence and moving to it, if applicable.  
Gain permission to change your status of residence  
Move home  
Change your Residence Card (change of status, address) – visit your local government office
- April : New Employee Ceremony

#### [For students graduating in September and joining a company in April]

- Until September : Some companies have seminars and meetings with all new recruits as well as internal placement interviews, etc.
- October : Your job offer becomes official on a certain date
- January or February : Receive the necessary documentation from the company for change of status of residence application.
- February onwards : Visit the immigration office and apply for a change in your residence status. Arrange your new residence and moving date, if applicable.
- March : Graduation Ceremony  
Gain permission to change your residence status from the immigration office  
Take necessary procedures regarding your new residence and moving to it  
Move home  
Change your Residence Card (change of status, address)
- April : New Employee Ceremony

\*See P.91 for details regarding the change in residence status.

For all international students, your status of residence is an important issue.

If you have any trouble or confusion regarding this issue, contact Career Office.

## Turning Down an Offer

A job offer to an undergraduate is basically a de facto agreement that a company will take on said undergraduate as an employee after his/her graduation. Socially this is a serious matter and deserves to be handled as such. Be sincere in your dealings at all times and take note of the following points:

- (1) You cannot keep your response to the job offer from a company on hold for an indefinite time.
- (2) In principle, once you send to the company your letter of agreement accepting their job offer, you cannot change your mind and turn down your agreement of their job offer.
- (3) Turning down a company's offer after you have accepted it would be seen as selfish and morally reprehensible; such an act would not only cause significant trouble to the company. Such acts by students could grow into a socially problematic issue, thereby possibly adversely affecting your juniors.

### ● Turning Down a Job Offer Obtained through On-Campus Recruiting

Please be sure to contact Career Office first. It is strongly urged that you do not simply turn down any offer prior to contacting Career Office.

Companies participating in the Company Presentation and Recruitment Screening program place high value on APU students. Thus, turning down a job offer obtained through this screening program may affect the conditions of future job hunting by junior APU students, and undermine trust in APU. Never take action without prior consultation with the Career office.

### ● Turning Down a Job Offer Obtained in an Open Recruitment Process

Be aware that delaying a response for such an offer for an unreasonably long time could lead to trouble later on. Make sure to turn down companies in a polite, timely manner, without delay. With courtesy and sincerity, express your gratitude to the company for their offer and apologize for your decision to decline their offer.

### [How to Turn Down a Job Offer]

In the event that you need to turn down a job offer, the most sincere and professional approach is to offer a personal apology to the HR manager. However, sometimes due to time and geographical constraints, it is not always possible to do this, so please start with a phone call to the relevant manager, expressing your decision to turn down their offer, then follow up with a letter of apology.

## An Example of How to Turn Down a Job Offer on the Phone

自 分：私は立命館アジア太平洋大学〇〇学部の垂細 麗 リツオと申します。この度は御社より内定の通知を頂戴しまして、誠にありがとうございます。実は本日、大変自分勝手なお願いで申し訳ないのですが、内定を辞退させていただきたく、お電話を致しました。

企業担当者：どうしてこのような結果になったのでしょうか？  
私どもに何か不都合などがありましたか？

自 分：いいえ。とんでもございません。実は、他社からかねがねやってみたく思っていた経営企画職での採用というお話をいただき、私自身非常に悩んだのですが、やはりそちらでの仕事に挑戦したいという結論に至りました。誠に申し訳ございません。本来でしたらすぐにお詫びに伺うのが筋かと存じますが、諸事情により伺うことができませんので取り急ぎお電話でと思い、ご連絡させていただきました。

企業担当者：そうなんですね。わかりました。わざわざお越しいただく必要はありません。どうぞ、そちらで頑張ってください。

自 分：はい。ありがとうございます。本当に申し訳ございませんでした。失礼致します。

## Writing a note of apology for turning down a position offered by a company

拝啓

貴社益々ご清栄のこととお喜び申し上げます。

さて、この度は内定のご通知をいただきまして、誠にありがとうございました。多くの応募者の中から私をお選びいただきましたことを大変光栄に思います。しかしながら、自分自身で色々と考えました結果、今回の貴社への入社を辞退させていただきたく、お手紙を差し上げました。お電話でも申し上げたとおり、他社での経営企画職にて仕事をさせて頂くことを決意致しました。貴社には会社訪問から最終面接に至るまで、色々なお手数をおかけしたにも関わらず、このような結果となりましたことを、本当に申し訳なく思っております。

貴社に多大なご迷惑をおかけしましたことを心よりお詫び申し上げます。

本来ならば、貴社に直接お伺いし、お詫びを申し上げます。お詫びとは存じますが、書状にて、お詫び致します。

敬具

平成〇年〇月〇日

立命館アジア太平洋大学〇学部 亜細亜 リツオ  
〒〇〇〇〇ー〇〇〇〇〇〇〇〇 県〇〇市〇〇町△丁目□番□号  
電話番号 〇〇〇〇ー〇〇〇〇△△△△ー□□□□

〇〇株式会社 人事部 御中

\*In the event that you are unsure as to how to write such a note, please contact Career Office for advice on your specific situation.

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## V. Career Office Support Systems

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# Job Hunting Consultation System

The Career Office offers a counseling/consultation service to assist with your concerns on job hunting, internships and any career planning related matters. We highly recommend that you consult us and kindly request you to receive an appointment in advance to ensure you receive the assistance you need.



## How to Use the Consultation Service

Prior appointment is required for the consultation session. Please make an appointment at the Career Office counter from 10 days to 1 day prior to the requested day of counseling session. If you are away from campus and cannot make a reservation in person, we will accept your reservation by telephone (0977-78-1128). Please note that reservations by e-mail are not accepted.

When making an appointment, please note the following points.

### 1. Preferred Date and Time

Time slots for counseling have been set as follows. Please choose the most appropriate time for you.

(1) 10:00-10:30	(2) 10:45-11:15	(3) 11:30-12:00	(4) 12:45-13:15
(5) 13:30-14:00	(6) 14:15-14:45	(7) 15:00-15:30	(8) 16:00-16:30

\*Time slots (1)~(8) are for Mon, Wed, Thu, and Fri : Time slots (3)~(8) are for Tuesday only : Office is closed on Saturday and Sunday

\*If you are on student exchange and cannot come to campus, we can conduct your consultation by Skype.

### 2. Contents for Consulting:

#### Proof-reading of Resumes and Entry-Sheets / Mock Interviews

We offer counseling on various topics such as: general and specific job hunting, industry & company research, self-assessment, job offer acceptance / declining, visa related matters, internships, student life, etc. We recommend that you make prior appointments, but for the above topics, you may consult the same day, provided your preferred counselor is available. If not, we will recommend the next best option for you. The list of our counselors is displayed at our office counter. For proof-reading of resumes or any document and mock-interviews, you need to make an appointment AND submit the necessary material **at least 2 days in advance**. For any type of consultation, we highly recommend that you bring along your resume, so that we can understand your history better, in order to address the best options beneficial for you!

#### Important Points to Note:

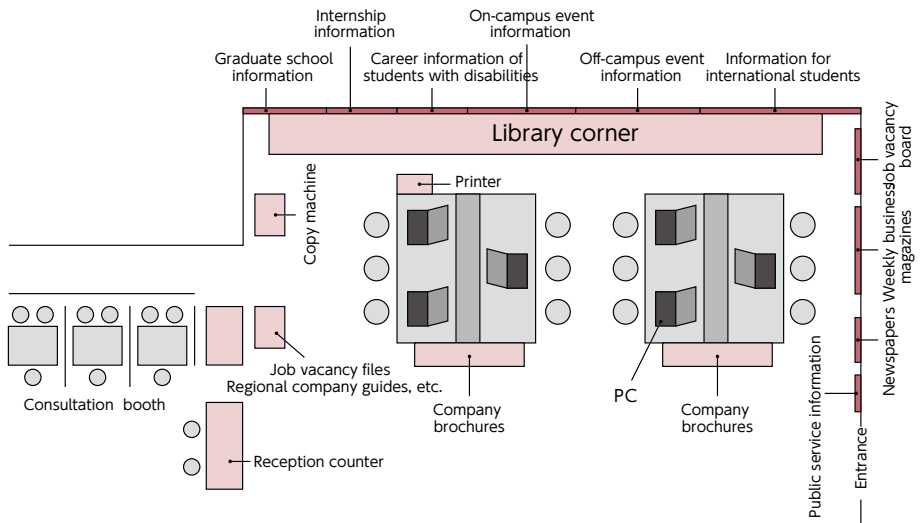
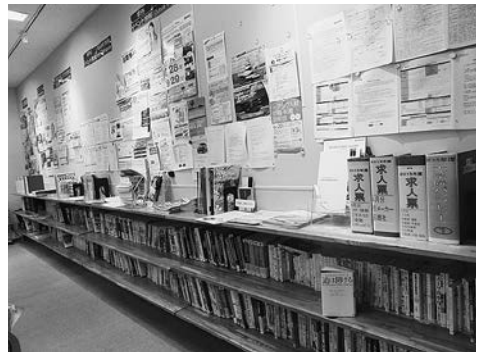
- Please be punctual for the appointment and please avoid No-shows!
- When you are late for more than 5 minutes, your appointment may be cancelled! If you are running late, please make a phone call and inform us ASAP @ 0977-78-1128 and do the same for cancellations or to request to re-schedule an appointment.
- Don't always consult the same person. Get fresh eyes and new perspectives to shape your preparations better.
- You are allowed to make only ONE appointment at a time. Once that appointment is met with, you may make the next!

Please submit a copy of your resume and/or entry sheet at least 24 hours (excluding Saturday, Sunday and public holidays) before your consultation time.

# Using the Reference Room

## 1. Reference Room

The Reference Room is located in the A building 1st floor and is equipped with very useful materials to support your job hunt. Books, magazines, brochures and various materials to conduct industry and company research, newspapers, posters on job openings, recruitment events, various job hunting seminars, workshops and guidance sessions, etc. are some of them. It is also a place to exchange job hunting info, network and get to know other job hunting students. Also computers with the SPI software installed are also available for you to try on your preference. We highly encourage you to utilize these facilities and prepare in advance to receive an offer from your dream job!



# Verification of Job Hunting Activity

—if you have a recruitment screening on the day of a class or final exam at APU—

If a recruitment interview or examination falls on the day of a scheduled class or final exam at APU, consider requesting that the company alters the date and/or time. When doing so, use the “Notice for companies, when requesting to reschedule a mandatory screening” available on the Career Office website. Companies will usually make allowances for individual interviews and other screening activities with the exception of those designed for large numbers of candidates.

If it is impossible to get the date/time changed and you have no choice but to miss your class or exam at APU, please request a Verification of Job Hunting Activity. If on the basis of documentation you submit APU can confirm that you attended a recruitment screening commitment, we will issue the Verification of Job Hunting Activity.

However, absence from class for job-hunting is not considered a university-approved absence. It is up to your instructor as to what accommodations to make for your absence. Submitting a Verification of Job Hunting Activity does not necessarily mean that your absence will be excused or that allowances will be made in terms of assessment and grading. Furthermore, you need to fulfil certain conditions in order to obtain a Verification, and the procedures vary depending on the situation involved, so please be sure to proceed in observance of the conditions after checking whether or not you will be eligible for the Verification.

Deadlines apply for requests for issuance of Verifications of Job Hunting Activity. Requests with missing documentation and submissions after the deadline will not be accepted, so if anything is unclear, please consult the Career Office in advance rather than making judgments on your own.

For information on eligible activities and the request process, please check the “Absence from Class due to Job Hunting Activities” page on the Career Office website.

## Please note:

- Notify your instructor in advance that you need to miss class due to job-hunting activities, and obtain their consent.
- Please be aware that absence for job-hunting activities is only authorized for the day of the activity in principle. However, in the case of extra days for travel to attend screenings during the final exam period, please consult the Career Office before the day of the screening. Consultations at a later date will not be accepted under any circumstances.
- Please refrain from asking company representatives to send documentation directly to the Career Office by fax or post, as this is very impolite.
- Please also be sure to check the notes for students contained in the various types of Verification for Job Hunting Activity: “for Regular Classes”, “for Sessions,” “for Final Examinations”.

# Issuance of Various Certificates

## Automatic Certificate Dispensers

During your job-hunt there will be times that you need to submit official documents and certificates such as your transcript of academic record and so forth. You can use the automatic issue machines to obtain these certificates/documents. The location of automatic issue machines and operating hours are outlined below.  
(Information current as of July 31, 2017)

For	Regular students (except for those on a leave of absence)		
Location & Hours of Automatic Certificate Dispensers *	APU 1st floor, Building A	Mon ~ Fri	8 : 45 ~ 18 : 00
	APU Library	Times when the counter is available for use on opening days	
	Ritsumeikan Tokyo Campus	Mon ~ Fri	9 : 00 ~ 17 : 30
	Ritsumeikan Osaka Umeda Campus	Mon ~ Fri	9 : 30 ~ 17 : 00
	Ritsumeikan Uni Biwako-Kusatsu Campus (BKC) 1st floor, Core Station	Mon ~ Fri Saturday	9 : 00 ~ 21 : 30 9 : 00 ~ 17 : 00
	Ritsumeikan Uni Kinugasa Campus 1st floor, Shitoku-kan (Campus Information)	Mon ~ Fri Saturday	9 : 00 ~ 21 : 30 9 : 00 ~ 17 : 00
	Ritsumeikan Univ Osaka Ibaraki Campus (OIC) 1st floor, Building A (in front of AS office)	Mon ~ Fri Saturday	9 : 00 ~ 21 : 30 9 : 00 ~ 17 : 00
What you need	<input type="checkbox"/> Student ID Card <input type="checkbox"/> Payment for the certificate (Charge your Coop membership in your student ID card at APU and with cash at other places)		
Certificates/ documents available (English and Japanese versions available)	<input type="checkbox"/> Certificate of Enrollment <input type="checkbox"/> Transcript of Academic Record <input type="checkbox"/> Certificate of Prospective Graduation/Completion <input type="checkbox"/> Health Certificate		

\* Operating times may change (due to holidays, inspections, etc.) You can check them on the website of each campus.

## Obtaining certificates/documents by post or in person

It is also possible to request certificates/documents in person at the Student Support Center or by post. However, you will not be able to receive the required document on the day. Students are therefore advised to request documents in advance.

The place to apply is the Student Office. For details of how to apply, please check the website (How to Request Certificates/Transcripts: <http://www.apu.ac.jp/home/alumni/content4/>)

If you have any queries, please contact the Student Office as shown below.

<b>Contact</b>	Student Office (1st floor, Building A) TEL : 0977-78-1124 FAX : 0977-78-1125 Email : shoumei@apu.ac.jp (Please put your name and student ID number in the subject line)
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# APU Career Office/Ritsumeikan Tokyo·Osaka Umeda Campus Information

## APU Career Office

[Hours of Operation] Mondays, Wednesdays, Thursdays and Fridays 10:00 ~ 16:30  
Tuesdays 11:30 ~ 16:30

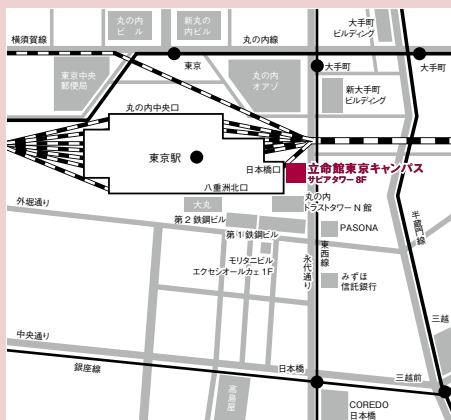
[Location] Building A, 1st Floor

[Contact Information] 1-1 Jumojibaru, Beppu City, Oita Ken, 874-8577

TEL : 0977-78-1128 FAX : 0977-78-1129

E-Mail : [career2@apu.ac.jp](mailto:career2@apu.ac.jp) URL : <http://www.apu.ac.jp/careers/>

Facebook : <https://www.facebook.com/apucareer>



## Ritsumeikan Tokyo Campus

Services available include career consultations, entry sheet checking, mock interviews, and issuing certificates/transcripts

[Hours of Operation]  
Mondays through Friday  
9:00 ~ 17:30

[Contact Information]  
8th Floor (Floor B), Sapia Tower,  
1-7-12 Marunouchi,  
Chiyoda-ku, Tokyo, 100-0005  
TEL : 03-5224-8188 < General Enquiries >  
TEL : 03-5224-8199 < Student Enquiries >



## Ritsumeikan Osaka Umeda Campus

Check for available dates/times for career consultations and entry sheet checking. Mock interviews not available. Certificates/transcripts can be issued during hours of operation.

[Hours of Operation]  
Mondays through Friday  
9:30 ~ 17:00

[Contact Information]  
14th Floor, Osaka Fukoku Seimei Building,  
2-4 Komatsubara-cho,  
Kita-ku, Osaka, 530-0018  
TEL : 06-6360-4893

※ The Ritsumeikan Tokyo and Osaka-Umeda Campuses can be used by APU students. However, consultations cannot be booked in advance by e-mail or telephone. Please check the website of the applicable campus for details such as support services available and operating hours (which are subject to change at certain times of year).

## VI. Do these specifics apply to you?

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# Going to Graduate School

## –preparations and schedule for graduate school admission–

In recent years, more and more people are pursuing graduate studies in order to enhance their own expertise. Some enroll in graduate school immediately after graduating from an undergraduate program, others do so after having worked at a company for a while: the timing may vary, but surely there are many people who think about going to graduate school at some stage. At APU, around 10% of graduates each year proceed to graduate school immediately. Here we provide a brief introduction to the kind of things to think about when planning graduate studies, as well as the preparations and schedules for admission.

### 1. Why go to graduate school?

One of the primary reasons that people decide to go to graduate school is “to develop expertise and expand future job prospects.” There are some jobs which are only open to people with a graduate degree, such as researcher, university professor, and United Nations employee. For people interested in jobs in these areas, graduate school is a stepping stone on the career path. On the other hand, those who gain employment in the private sector after completing their programs students may find, depending on what kind of research they undertook, that their graduate school qualifications are not highly evaluated. Such people may not enjoy a sufficient return on the significant investment they have made in tuition fees.

Advantages	Disadvantages (points to note)
<ul style="list-style-type: none"> <li>● Can develop expertise in a field of choice</li> <li>● Quickest pathway to a career in research</li> <li>● Offers broader range of career options in the future (United Nations, international NGOs, etc.)</li> <li>● Outside Japan, graduate degrees can sometimes be prerequisite for promotion to managerial positions</li> </ul>	<ul style="list-style-type: none"> <li>● High tuition and living costs</li> <li>● Later entry to the workforce; can be a disadvantage in graduate employment</li> <li>● Stronger specialization can make career change more difficult</li> <li>● For MBA programs, work experience is often required for admission</li> </ul>

### 2. Clarifying goals: What to study at graduate school

The first step when thinking about going to graduate school is to clarify your goals: in other words, what you want to study. In addition to the graduate school pathways that let you develop expertise progressively through Master’s and Doctoral programs, there are also professional graduate schools such as law schools and MBA programs. You need to think about what you want to get out of graduate studies, what area you want to work in, and what careers a Master’s or Doctoral degree might lead you to. Graduate studies take time and money, so clarify your goals and decide which option is best suited to your future plans.

### 3. Three things to think about when making your decision

There are three important points you must consider when deciding whether or not to go to graduate school: financial capacity, language proficiency, and GPA. It takes time to prepare for each of them, so if you’re planning to go on to graduate studies, you need to think about them at an early stage.

#### (1) Financial capacity

Graduate school costs money. If you are considering a graduate school outside Japan, you will need to cover not only tuition fees, but also travel and living expenses. Discuss your options with your family and research what scholarships might be available, to confirm that you are capable of meeting the financial burden of study right through to completion of your graduate degree.

Country	Item	Rough annual costs (tuition + living expenses)
United States	Private univ. tuition + living expenses	¥2,500,000 – ¥4,500,000
	State univ. tuition + living expenses	¥1,100,000 – ¥2,500,000
	Other costs (airfare, insurance, etc.)	¥ 550,000 – ¥ 870,000
United Kingdom	National univ. tuition + living expenses	¥2,560,000 – ¥4,800,000
	Other costs (airfare, insurance, etc.)	¥ 970,000 – ¥1,770,000
Canada	Private univ. tuition + living expenses	¥1,425,000 – ¥2,850,000
	State univ. tuition + living expenses	¥1,045,000 – ¥2,375,000
	Other costs (airfare, insurance, etc.)	¥ 550,000 – ¥ 870,000
Australia	National univ. tuition + living expenses	¥1,890,000 – ¥3,150,000
	Private univ. tuition + living expenses	¥3,150,000 – ¥4,050,000
	Other costs (airfare, insurance, etc.)	¥ 850,000 – ¥1,570,000
Singapore	National univ. tuition + living expenses	¥2,400,000 – ¥4,800,000
	Other costs (airfare, insurance, etc.)	¥ 500,000 – ¥ 950,000
China	Private univ. tuition + living expenses	¥1,520,000 – ¥2,800,000
	Other costs (airfare, insurance, etc.)	¥ 400,000 – ¥ 750,000
Japan	National univ. tuition	¥ 540,000 – ¥ 960,000
	Private univ. tuition	¥ 610,000 – ¥1,120,000

(Source: Graduate School Consulting, Ajia de MBA)

## (2) Language proficiency (Japanese, English)

Language proficiency standards apply for admission to graduate school. The standards vary depending on the country in which the graduate school is located, so please be sure to check in advance. The average period of study required to achieve the required score depends on the proficiency level to start with, but is said to be around 10 months for TOEFL®, and 4-5 months for GMAT.

English language proficiency: TOEFL iBT® 79-104 / IELTS 5.5-7.5 / GMAT 630-700

Japanese language proficiency: Japanese Language Proficiency Test N1 or higher

## (3) GPA

As graduate school involves specialized study, your grades at university are naturally an important consideration. A GPA of between 3.0 and 3.5 is required for admission to a top-class graduate school.

## 4. Graduate schools outside Japan

The admission process for graduate schools outside Japan is completely different from that for Japanese graduate schools, in that there is no entrance exam. In addition to imposing prerequisites such as TOEFL® and GMAT scores, applicants subject to an integrated assessment of essays and other application documents to determine if they have the potential for success in the future.

### (1) Decide what to specialize in at graduate school

You need to do proper research in advance, as specialist programs vary across different universities.

### (2) Work backwards to create an action plan based on application schedules

There are many requirements that need to be fulfilled at the time of application, and many of these must be achieved in a short space of time. It is therefore of the utmost importance that you plan a schedule working backwards from the application deadline.

### (3) Strategies for improving your score in tests such as TOEFL®, IELTS, GMAT, and GRE

#### ● TOEFL®, IELTS, etc.

Applicants submit these test scores to prove they have sufficient English language proficiency to pursue graduate studies abroad.

The scores required vary depending on the graduate school. Some graduate schools will grant conditional admission to applicants who have not attained the required scores, imposing such conditions as submission for scores by a certain date, or participation in an affiliated language program prior to commencing graduate studies.

#### ● GMAT, GRE, etc.

The GMAT (Graduate Management Admissions Test) comprises four sections: Analytical Writing Assessment, Integrated Reasoning, Quantitative/Math, and Verbal, assessing applicants' proficiencies across a broad range of skills, including reading comprehension, writing, grammar, vocabulary and expression, and specialist knowledge. Candidates do not receive a pass/fail result, but rather a score out of 800.

The GRE (Graduate Records Examination) is designed for American Bachelor degree holders, and is a prerequisite for admission to many graduate schools in the United States. Top-ranked graduate schools require the highest GRE scores. It is crucial to begin improving your language proficiency as early as possible in order to achieve such schools.

### (4) Prepare essay, recommendation letters, and other application documents

Applicants are usually required to submit 2-3 recommendation letters. These are usually written by professors in your academic field, and should include comments on your achievements, attitude to studies, and prospects for success at graduate school. You will also need to submit an essay, which you must write with an awareness of the perspective of the admissions staff who will read it. If you meet the requirements in regard to GPA and English proficiency test scores, the content of your essay and recommendation letters will play an important part in determining whether or not you are admitted.

#### Required application documents

- |                               |                          |
|-------------------------------|--------------------------|
| ● University grade transcript | ● Resume                 |
| ● TOEFL iBT® or IELTS score   | ● Essay                  |
| ● GRE/GMAT score              | ● Recommendation letters |

## 5. Useful links

Title	URL
大学院に行こう! [Let's Go to Graduate School!]	<a href="http://www.daigakuin.ne.jp/">http://www.daigakuin.ne.jp/</a>
Web 大学、大学院展 [Online university / graduate school fair] daigakuten.com	<a href="http://www.daigakuten.com/">http://www.daigakuten.com/</a>
AGOS アゴス・ジャパン [AGOS Japan]	<a href="https://www.agos.co.jp/">https://www.agos.co.jp/</a>
留学コンシェルジュ [Study Abroad Concierge] beo	<a href="http://www.beo.co.jp/">http://www.beo.co.jp/</a>
APU 卒業生インタビュー [APU Alumni Interview] ①	<a href="http://www.apu.ac.jp/spa/modules/studentlife/article/?contentid=194">http://www.apu.ac.jp/spa/modules/studentlife/article/?contentid=194</a>
APU 卒業生インタビュー [APU Alumni Interview] ②	<a href="http://www.apu.ac.jp/spa/modules/studentlife/article/?contentid=200">http://www.apu.ac.jp/spa/modules/studentlife/article/?contentid=200</a>
JAPAN STUDY SUPPORT	<a href="http://www.jpss.jp/ja/">http://www.jpss.jp/ja/</a>
NASPAA(FOR STUDENTS) *Information on MPA, MPP	<a href="http://www.naspaa.org/students/graduate/schsearch.asp">http://www.naspaa.org/students/graduate/schsearch.asp</a>
PPIA Program	<a href="https://www.ppiaprogram.org/ppia/what-we-do/consortium/">https://www.ppiaprogram.org/ppia/what-we-do/consortium/</a>

## 6. Career Office Reference Room

The Reference Room in the Career Office has books on graduate school admissions, brochures from leading graduate schools in various locations, and scholarship information files. Please do make use of these resources.

# International Organizations

To those who intend to find employment at an international organization and experience various support activities and aid programs, the details below will provide a solid foundation. It is mandatory that you start planning your career from an early stage and ensure that you are qualified and experienced in order to apply for many of the international organizations. Usually, completing a Master's degree will be required, in order to join as full-time personnel or apply for internships. Make sure to research in advance and look for opportunities that could enhance your experiences.

## 1. List of Main International Organizations

- **United Nations ([www.un.org](http://www.un.org))**
- **Organizations established under the United Nations General Assembly**  
United Nations Development Programme (UNDP), United Nations Environment Programme (UNEP), United Nations Office for Project Services (UNOPS), United Nations Population Fund (UNFPA), United Nations High Commissioner for Refugees (UNHCR), United Nations University (UNU), United Nations Children's Fund (UNICEF), Entity for Gender Equality and Empowerment of Women (UNWOMEN), World Food Program (WFP) etc.
- **Specialist Organizations**  
International Labour Organization (ILO), Food and Agriculture Organization (FAO), United Nations Educational, Scientific and Cultural Organization (UNESCO), United Nations Industrial Development Organization (UNIDO), World Health Organization (WHO), International Civil Aviation Organization (ICAO), International Maritime Organization (IMO), International Telecommunication Union (ITU), Universal Postal Union (UPU), World Meteorological Organization (WMO), World Intellectual Property Organization (WIPO), International Fund for Agricultural Development (IFAD)
- **Other International Organizations**  
International Atomic Energy Agency (IAEA), World Trade Organization (WTO), Organization for Economic Co-operation and Development (OECD) etc.

## 2. Types of Jobs

UN staffers can be categorized into professional staff and general staff.

- **Professional staff**  
Professional-level (P-level) staff members engage in operations relating to their special knowledge and skills. In addition to these position levels are also managerial posts ranked director level (D-level), along with director-general positions for international organizations. Job applications are invited internationally when vacancies occur. Candidates are employed who are already capable of fully performing the vacant positions. Responsibilities undertaken by staff members on these levels can be broadly divided into: (i) direct operation/management of various programs (regarding development, economy, the environment, etc.) implemented by respective organizations, and (ii) secretariat operations (finance, personnel, general affairs, public relations, etc.) to indirectly support the programs.
- **General staff**  
General staff (GS) members engage in general administrative jobs under the directions of P- and D-level officials in the headquarters and field offices of international organizations. In principle, new GS members for each organization are locally hired. Those seeking jobs for these organizations need to make inquiries and apply for them in person. Check whether the offices of the international organizations that interest you are based in the country or region you are from.

## 3. Qualifications and Abilities Required to Join International Organizations

In addition to a good academic record, you will also need to improve on language & communication, leadership, organizational, research and other skills, along with internship experience and mostly a flexible and passionate attitude towards working in a diverse environment. It is said that the average age of people working for the United Nations Secretariat is 45.9 years, and that the average age of people entering level P-2 jobs (positions

requiring the least experience) is still 37 years old.

- Language proficiency...Business level English or French
  - Academic degree...Master's or higher degree
  - Professionalism...Work experience and the like in the field in which the candidate holds an academic degree
- \* Bachelor's (BA) degree holders are eligible to apply for GS and P1 positions.

## 4. Main Methods of Applying for Positions (Professional/Director Level) in International Organizations

### ● Application for vacancy announcements

International organizations invite job applications only when vacancies occur, and recruitment is conducted internationally. Vacancy announcements by these organizations specify job responsibilities for the open posts and qualifications required of applicants. This job opening information is posted on the organizations' websites, and distributed from the organizations to governments of member states. Basically, these recruitment activities are conducted irregularly, and in most cases, are for mid-career applicants.

### ● Competitive Examinations (National Competitive Recruitment Exams and Other Tests)

Competitive examinations are conducted to hire staff members by nationality, to promote GS members to P-level positions, and to hire members for language-related posts, such as translators. In principle, these exams are conducted on a yearly basis. Successful candidates are selected through documentary screenings, written exams, and interviews.

## 5. Main Application Methods for Japanese Nationals

### ● Apply for an advertised vacancy

If there is a position you wish to apply for, and you are eligible to apply, obtain the prescribed application documents from the international organization's website, complete the documents, and lodge your application online. You can search for advertised positions on organizations' websites under titles such as "Jobs," "Career," "Employment," "Recruitment," and "Vacancies."

### ● Apply for a Field Mission

To try and increase the number of Japanese staff at the International Organization, the head of human resources and other recruitment officials are sent to Japan to hold recruitment interviews. Japanese staff are then employed based on a screening of written documents and an interview exam.

### ● Apply for AE (Associate Expert) or JPO (Junior Professional Officer) positions

AE, JPO and YPP (Young Professional Program) positions are government sponsored positions for a fixed term (usually two years), for persons wanting a career in the UN or one of the UN's related organizations. These positions aim to foster the necessary knowledge, expertise and experience required to work in an international organization and open up the path towards a full-time position. People applying for one of these positions will need proficiency in the UN designated languages for their written documents and interview.

### ● Open UN Recruitment Exam

The Ministry of Foreign Affairs works with the United Nations Secretariat to hold open exams, the genre of which changes year to year. People who pass this exam are employed in one of the UN secretariat offices in New York, Bangkok, Geneva, Nairobi or Wien etc.

### ● Using the Vacancies Roster

People interested in working for an international organization, who already have some relevant work experience, can register for the vacancies roster put out by the Ministry of Foreign Affairs' international organization HR center. The center sends registered persons information about any open vacancies for positions that meet their experiences and qualifications.

To register you need to meet several requirements; be a Japanese national, hold a master's degree (in a field other than linguistics, languages, arts and physical education), and have at least 2 years of experience in a relevant field.

The center does not send out information on vacancies at international financial institutions such as the World Bank and the International Monetary Fund.

## 6. Other Organizations not related to the United Nations

### NPO · · · [Non-profit Organization]

NPOs are set up by ordinary citizens, and are established independent of assistance from governments, municipalities or private enterprises. NPOs are organizations or groups that carry out public interest activities based around providing assistance to local citizens and the private sector. They don't aim to make surplus revenue.

\*Recruitment criteria differ by organizations.

### NGO · · · [Non-governmental Organization]

NGOs are set up by ordinary citizens, and are private organizations established with the help of an international body. They work mainly in international cooperation.

\*Recruitment criteria differ by organizations.

## 7. Preps you can get started with

### ● Research and understand requirements and possibilities

Different international organizations specialize on different areas of expertise. NGOs and NPOs provide various types of support and differ by countries and regions too. Research heavily about each and every such organization and gather important information to understand which ones may suit you and your future goals.

### ● Study the majors and gather the expertise knowledge

Most international organizations require a Master's degree as the minimum education level of recruits. NGOs and NPOs also prefer those with a specific educational background. Subjects like international law and politics, economics, development and sustainability will provide a good foundation for most of the international organizations. Specific research on a chosen country or region would also be advantageous.

### ● Internships

Having experienced an internship at your preferred organizations would give you the first-hand experience and knowledge you require, in understanding their specialty, area of support provided, etc. All international organizations may not be open for interns or may not offer short term internships that support your class schedule at APU, but contact them, show your interests and be determined. Carefully research on the homepages and other online sources and understand your options. Volunteering experiences will also contribute towards understanding your options.

### ● Study abroad

Think about studying abroad in an English-speaking country such as the United States, United Kingdom, Australia, or Canada. The goal is not to study English itself, but to acquire essential skills for the future by studying international relations in English. You can also expect to create a network of personal contacts across national borders.

## 8. Useful Websites

- **The Ministry of Foreign Affairs International Organization Recruitment Center** <http://www.mofa-irc.go.jp/>
- **PARTNER** <http://partner.jica.go.jp/>
- **International Cooperation Station** <https://www.idj.co.jp/>
- **Mofa list of Int'l organizations** [http://www.mofa.go.jp/about/emb\\_cons/protocol/organization.html](http://www.mofa.go.jp/about/emb_cons/protocol/organization.html)
- **International Organizations Careers** <https://iocareers.state.gov/Main/Home>

## September (fall) graduation

A lot of fall graduates have voiced their concern that graduating in September will hinder their job hunt in Japan. Being a fall graduate will not advantage or disadvantage your job hunt. What is important is that you think carefully about when you can start working and what kind of job hunting schedule you need to follow in order to do this. The majority of Japanese companies hire new employees to start in April of each year. However, there are an increasing number of companies conducting year round recruitment and recruitment for students who have graduated from overseas universities. This means that students graduating in Fall still have a lot of opportunities to find work in a Japanese company. When you apply for a company explain to them that APU, as an international university, has two entrance and graduation periods, one in Spring and one in Fall.

### Change of Status of Residence

You will need to leave Japan after your graduation. You will then need to get the company who is hiring you to complete the procedures to obtain a 'certificate of eligibility' which will then need to be posted to you so you can take it in person to the Japanese Embassy or Consulate General in the country from where you are applying for your work visa from. The 'certificate of eligibility' is only valid for **three months** so you MUST be returning to Japan with three months of receiving the certificate from the company you will be working at. It is important to know exactly what you and the company will need to do in preparation for your return to Japan.

Please refer to 'The Schedule from Offer to Entering the Company on pages 72 and 73.

If there is no Japanese Embassy or Consulate General in your home country you will be required to apply for your visa at the Japanese Embassy in a designated country. Contact the Visa Information Center at the Ministry of Foreign Affairs for more details.

### Visa Information Center at the Ministry of Foreign Affairs

Address: First Floor, South building, Ministry of Foreign Affairs 2-2-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8919  
(2 min. walking distance from Kasumigaseki Station on the Chiyoda, Hibiya, and Marunouchi subway lines)

Open Hour : 09:00-12:30 and 13:30-17:00 (except Saturday, Sunday and Holiday)

TEL : 03-5501-8431

(Automatic answering machine service (24 hours, Japanese only))

Website (Japanese) : <http://www.mofa.go.jp/mofaj/toko/visa/otoiawase.html>

Website (English) : [http://www.mofa.go.jp/j\\_info/visit/visa/](http://www.mofa.go.jp/j_info/visit/visa/)

# Changing your Status of Residence

## 1. Status of Residence to a "Working Visa"

International students who have received a job offer to work in Japan after graduation are required, by law, to change their status of residence from an 'exchange student visa' to a 'working visa.' The student must go in person to the local Immigration Bureau to apply for their visa to be changed. The processing of a new visa will take sometime so please go to the Immigration Office at least one month before your student visa is due to expire. However, international students who are graduating in Fall (September) and starting their employment the following Spring (April) will need to get things ready for their visa earlier than other students due to their company having to apply for the visa on their behalf. Please refer to pages 69 and 80 for more details on this.

Please check the Career Office homepage (Job Hunting Guide → Change of State of Residence available at <http://www.apu.ac.jp/careers/>) for details on the required documents and other necessities to carry out the visa change.

## 2. Status of Residence for the Purpose of Job Hunting after Graduation (Designated Activities Visa)

International students who were engaged in job-hunting activities while enrolled at APU and wish to continue these activities after graduation will need to apply to the Immigration Bureau for a change in status of residence (from College Student to Designated Activities for the purpose of job-hunting after graduation—valid for 6 months). When applying for this change, you will need a recommendation letter from APU. APU sets an official period to apply for issuance of this recommendation letter at around 2-3 months prior to graduation. No applications are accepted outside the official application period (which is announced on the Campus Terminal). The decision on whether or not to issue the letter will be made after you submit required documentation to the Career Office and attend an interview. For eligibility, deadlines, and other details, please refer to the Change of Status of Residence section of the Job Hunting Guide on the Career Office website.

If the Immigration Bureau grants permission for the status change to Designated Activities, you may then apply for permission to undertake up to 28 hours per week of activities not permitted under the original status of residence.

\*The application to change status of residence is handled by the Immigration Bureau responsible for the region in which your current registered address lies (the address shown on your resident card).

\*You may not continue your job-hunting and other activities after graduation under your original status of residence, even if it is still valid.

### [NOTE]

- \* To change your visa status you must visit the closest Immigration bureau/branch in person.
- \* A guidance on Changing the status of Residence after graduation will be held every January and June, for those who are about to graduate. International students who require visa changes are urged to attend this and understand the process in detail.

### Fukuoka Regional Immigration Bureau Oita Branch Office

Address: 1st floor of the Ministry of Justice Building of Oita 7-5 Niagemachi, Oita City, Oita Prefecture, 870-8521, Japan

Tel: 097-536-5006

Open hours: 9:00 – 12:00, 13:00 – 16:00 (except Sat, Sun and holidays)

URL: <http://www.immi-moj.go.jp/soshiki/index.html>

<http://www.immi-moj.go.jp/english/soshiki/kikou/address/08.html> (English)

# Students With Disabilities

The disabled employment quota system established by the Act on Employment Promotion of Persons with Disabilities requires private companies (with regular employee populations of 45.5 and above) to maintain a proportion of at least 2.2% disabled persons in their overall employee population; for public sector employers, the proportion must be at least 2.5%.

To effectively hunt for jobs, it is necessary first and foremost to obtain relevant and useful job-hunting information. If you have a physical or other kind of disability, and feel anxiety about job-hunting activities, please do not hesitate to consult with the Career Office.

## 1. Issuance of an identification booklet for the disabled (public certificate)

The following is an outline of the application procedure for issuance of the booklet. Since it takes some time for the booklet to be issued, early application is recommended.

1. Receive necessary forms for application at the municipal welfare office in your residential area in Japan.
2. Visit a certificated doctor and ask him/her to prepare a document for the identification booklet for the disabled.
3. Fill out and submit an issuance application at the welfare office, together with the document prepared by the doctor.
4. After an investigation, the booklet is issued if the application case is found to meet the criteria.

## 2. Specific process of job hunting

Career Office provides job vacancy information and specific advice on interviews for students with disabilities. Moreover, sample copies of *Sana* (<http://www.web-sana.com/>) and *Clover* (<http://www.clover-navi.com/>), job-hunting information magazines for the disabled, are available to read at the Office; they may also be helpful.

You can also consult with expert staff and counselors at public student vocational centers operating in major cities in Japan. These staff and counselors will provide you with relevant job information and vocational consultation.

## 3. Job-hunting information for students with disabilities (The following websites are only in Japanese.)

### (1) Web Sana: provides job vacancy information for those seeking/changing jobs

<http://www.web-sana.com/>

- **Sana Job Festa (Sana shushoku festa): joint job interview event**

<http://www.web-sana.com/festa/>

- **Sana: job-hunting information magazine**

<http://www.web-sana.com/sana/>

Issued 2-3 times a year; available in the Career Office)



### (2) Clover Navi

- **Job vacancy website: Clover Navi**

<http://www.clover-navi.com>

- **Clover Career Forum**

<http://www.clover-navi.com/forum/index.php>

- **Career Magazine: Clover**

(Issued 4 times a year in spring, summer, fall and winter; available in the Career Office)



## VII. Reference

Job Hunting Handbook 2018



# About APU

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APU opened in April 2000 through the collaboration of three parties from the public and private sectors: Oita Prefecture, Beppu City and the Ritsumeikan Academy. APU is an international university unlike any other. As of May 2017, the student body is comprised of approximately 2,947 international students hailing from 86 countries and regions in the world combined with 2,940 Japanese students. The students of APU study, learn, and participate in a variety of activities together in a modern, multicultural campus.

During your job hunting, you will be introducing APU to recruiters and company representatives. Here are some facts to keep in mind when you talk about the unique nature of APU.

## The Principles of APU

Ritsumeikan Asia Pacific University was founded with the global society of the 21st century and the growing prominence of the Asia Pacific region in mind.

APU follows the founding spirit of the Ritsumeikan Academy: "Freedom and Innovation". The educational ideals of "Peace and Democracy" are promoted through the three principles of APU: "Freedom, peace, and humanism", "International mutual understanding", and "Creating the future of the Asia Pacific".

## Features of APU's Education System

- Twice yearly enrollments and graduations (April & September)
- Japanese/English dual language education system (can take the same lecture in either Japanese or English)
- Cooperative learning system (Peer System: international and domestic students teach and learn from each other)
- Domestic and overseas fieldwork, including Active Learning, FIRST, Field Study, overseas language programs, and exchange programs.

## Top Global University

APU was selected as one of the 'Top 30 Global Universities' by Japan's Ministry of Education, Culture, Sports, Science, and Technology in 2014, in our fifteenth year of establishment. While we further enhance on skill development to train global talent, this also draws attention from corporations that headhunt for versatile talent with international exposure.

## AACSB International

In August 2016, APM and GSM were accredited by AACSB International, a global organization for the evaluation/accreditation of management education programs. This accreditation, which is awarded to the top 5% of business units globally, recognizes the provision of highest world standard of management education, and is sure to activate further collaborative opportunities for APU across the world.

The appeal of APU lies not just in the above principles and educational features. Please also see the APU homepage and 10th Anniversary Sites listed below.

APU Website <http://www.apu.ac.jp/>

[APU10th anniversary website] <http://www.apu.ac.jp/apu10th/>

# APU Student Enrollment by Country / Region

(as of May 1, 2017)

	Country or Region	国・地域	学部学生数 Number of Undergraduate Students	大学院学生数 Number of Postgraduate Students	科目等履修生等 Number of Non Degree Students	合計 Total
1	Republic of Korea	大韓民国	507	5	5	517
2	Socialist Republic of Viet Nam	ベトナム社会主義共和国	467	26		493
3	People's Republic of China	中華人民共和国	415	11	19	445
4	Republic of Indonesia	インドネシア共和国	349	11	2	362
5	Kingdom of Thailand	タイ王国	264	8	1	273
6	People's Republic of Bangladesh	バングラデシュ人民共和国	98	10		108
7	Democratic Socialist Republic of Sri Lanka	スリランカ民主社会主義共和国	71	2		73
8	Taiwan	台湾	66	2	4	72
9	India	インド	57	4		61
10	Federal Democratic Republic of Nepal	ネパール連邦民主共和国	49	3		52
11	Mongolia	モンゴル国	29	4		33
12	Union of Myanmar	ミャンマー連邦	20	5		25
13	Malaysia	マレーシア	18		2	20
14	Republic of the Philippines	フィリピン共和国	8	5	2	15
15	Kingdom of Cambodia	カンボジア王国	9	2		11
16	Islamic Republic of Pakistan	パキスタン・イスラム共和国	9	1		10
17	Republic of Singapore	シンガポール共和国	5	1	2	8
18	Lao People's Democratic Republic	ラオス人民民主共和国	1	5		6
19	Kingdom of Bhutan	ブータン王国	3			3
20	Brunei Darussalam	ブルネイ・ダルサラーム国			1	1
21	Republic of Maldives	モルディブ共和国	1			1
		小計/Subtotal	2,446	105	38	2,589
22	Islamic Republic of Afghanistan	アフガニスタン・イスラム共和国		5		5
23	Republic of Yemen	イエメン共和国	2			2
24	Islamic Republic of Iran	イラン・イスラム共和国	1			1
25	Kingdom of Saudi Arabia	サウジアラビア王国		1		1
26	Republic of Lebanon	レバノン共和国	1			1
27	United Arab Emirates	アラブ首長国連邦	1			1
		小計/Subtotal	5	6	0	11
28	Republic of Kenya	ケニア共和国	9	1		10
29	Federal Republic of Nigeria	ナイジェリア連邦共和国	3	2		5
30	Federal Democratic Republic of Ethiopia	エチオピア連邦民主共和国	1	3		4
31	Kingdom of Morocco	モロッコ王国	1	2	1	4
32	Republic of Botswana	ボツワナ共和国	4			4
33	Republic of Uganda	ウガンダ共和国	2	1		3
34	Republic of Ghana	ガーナ共和国	1	1		2
35	Republic of Senegal	セネガル共和国	2			2
36	United Republic of Tanzania	タンザニア連邦共和国	2	2		2
37	Arab Republic of Egypt	エジプト・アラブ共和国		1		1
38	Burkina Faso	ブルキナファソ		1		1
39	Republic of Cameroon	カメルーン共和国		1		1
40	Republic of Liberia	リベリア共和国	1			1
41	Republic of Mozambique	モザンビーク共和国		1		1
42	Republic of Somalia	ソマリア共和国		1		1
43	Republic of South Sudan	南スーダン共和国		1		1
		小計/Subtotal	22	20	1	43
44	United States of America	アメリカ合衆国	37	7	16	60
45	Canada	カナダ	2	1	5	8
		小計/Subtotal	39	8	21	68
46	United Mexican States	メキシコ合衆国	2	1	2	5
47	Argentine Republic	アルゼンチン共和国	1			1
48	Republic of Colombia	コロンビア共和国	1			1
49	Republic of Ecuador	エクアドル共和国	1			1
50	Republic of El Salvador	エルサルバドル共和国		1		1

## APU Student Enrollment by Country / Region (continued)

	Country or Region	国・地域	学部学生数 Number of Undergraduate Students	大学院学生数 Number of Postgraduate Students	科目等履修生等 Number of Non Degree Students	合計 Total
51	Republic of Guyana	ガイアナ共和国		1		1
		小計/Subtotal	5	3	2	10
52	Republic of the Fiji Islands	フィジー諸島共和国	10	1		11
53	Independent State of Samoa	ザモア独立国	9	1		10
54	Australia	オーストラリア連邦	7		2	9
55	Kingdom of Tonga	トンガ王国	6	1		7
56	New Zealand	ニュージーランド	5			5
57	Federated States of Micronesia	ミクロネシア連邦	1			1
58	Republic of the Marshall Islands	マーシャル諸島共和国	1			1
59	Republic of Vanuatu	バヌアツ共和国		1		1
60	Solomon Islands	ソロモン諸島		1		1
		小計/Subtotal	39	5	2	46
61	Republic of Uzbekistan	ウズベキスタン共和国	80	2		82
62	United Kingdom	英国			17	17
63	Federal Republic of Germany	ドイツ連邦共和国	4	3	4	11
64	Kingdom of Norway	ノルウェー王国	4	1	4	9
65	Republic of Finland	フィンランド共和国	4		4	8
66	Republic of Tajikistan	タジキスタン共和国		8		8
67	Kingdom of the Netherlands	オランダ王国	4	1	1	6
68	French Republic	フランス共和国	3		2	5
69	Republic of Austria	オーストリア共和国	1		4	5
70	Swiss Confederation	スイス連邦		1	3	4
71	Kyrgyz Republic	キルギス共和国		2	1	3
72	Spain	スペイン	1		2	3
73	Kingdom of Denmark	デンマーク王国	1		1	2
74	Kingdom of Sweden	スウェーデン王国	1		1	2
75	Republic of Azerbaijan	アゼルバイジャン共和国	1		1	2
76	Republic of Poland	ポーランド共和国	1		1	2
77	Russian Federation	ロシア連邦	2			2
78	Georgia	ジョージア	1			1
79	Kingdom of Belgium	ベルギー王国	1			1
80	Montenegro	モンテネグロ			1	1
81	Republic of Bulgaria	ブルガリア共和国	1			1
82	Republic of Estonia	エストニア共和国	1			1
83	Republic of Italy	イタリア共和国			1	1
84	Republic of Lithuania	リトアニア共和国	1			1
85	Republic of Moldova	モルドバ共和国	1			1
86	Romania	ルーマニア			1	1
		小計/Subtotal	113	18	49	180
	国際学生（留学生）合計 / International Students		2,669	165	113	2,947
	国内学生 / Domestic Students		2,893	11	36	2,940
	APU学生総計 / Total		5,562	176	149	5,887

(注)

- 国際学生とは、在留資格が「留学」である学生をいう。国内学生には、在留資格が「留学」ではない在日外国人を含む。
- 「科目等履修生等」には科目等履修生、特別聴講生を含む。

(Notes)

- The term "International Students" denotes those students who possess a "college student visa".
- "Number of Non-Degree Students" includes non-degree students, special auditing students.

# Some OCR Attending Companies of AY 2016

(In Japanese syllabary order)

IHI Corporation	Komatsu Ltd.	NEC Corporation
Aioi Nissay Dowa Insurance Co., Ltd.	Sunstar Inc.	NIPPON MEAT PACKERS, INC.
IKK Inc.	Suntory Beverage & Food Limited	Japan Broadcasting Corporation
AISIN AW CO., LTD.	JSR Corporation	Nestle Japan Limited
Accenture Japan Ltd	JCB Co., Ltd.	Pasona Group Inc.
Akebono Brake Industry Co., Ltd.	SHIONOGI & CO., LTD.	Panasonic Corporation
Asahi Kasei Corporation	Mitsui O.S.K. Lines, Ltd.	Japan Exchange Group, Inc.
ASICS Corporation	NIPPON STEEL & SUMITOMO METAL CORPORATION	Hitachi, Ltd.
Azbil Corporation	Ernst & Young ShinNihon LLC	FAST RETAILING CO., LTD.
Adecco Ltd.	SUZUKI MOTOR CORPORATION	FamilyMart Co., Ltd.
Adways Inc.	Suzuyo & Co., Ltd.	Foster Electric Company, Limited
American International Group, Inc.	SUMITOMO CORPORATION	Fuji Xerox Co., Ltd.
American Family Life Assurance Company of Columbus	Sumitomo Electric Industries, Ltd.	FUJITSU LIMITED
Isuzu Motors Limited	Japan Petroleum Exploration Co., Ltd.	Bandai Co., Ltd.
Intelligence, Ltd.	SEPTENI HOLDINGS CO., LTD.	Hoshino Resort Inc.
INTAGE Inc.	Seven-Eleven Japan Co., Ltd.	HORIBA, Ltd.
SMBC Friend Securities Co., Ltd.	ALL NIPPON AIRWAYS CO., LTD	Mazda Motor Corporation
NEC Capital Solutions Limited	Sompo Japan Nipponkoa Insurance Inc.	Marubeni Corporation
NOK CORPORATION	The Dai-ichi Life Insurance Company, Limited	Mandom Corporation
NTT Communications Corporation	DAIKIN INDUSTRIES, LTD	Mizuho Financial Group, Inc.
NTT DOCOMO, INC.	TAISEI CORPORATION	Bloomberg L.P.
EBARA CORPORATION	Taiyo Nippon Sanso Corporation	Mitsui Chemicals, Inc.
OKAMURA CORPORATION	Takara Standard Co., Ltd.	Sumitomo Mitsui Banking Corporation
OMRON Corporation	Tanaka Kikinzoku Kogyo	Sumitomo Mitsui Finance and Leasing Company, Limited
Kao Customer Marketing Co., Ltd.	The Chugoku Electric Power Co., Inc.	Mitsui & Co. Plastics Ltd.
Kawasaki Kisen Kaisha, Ltd.	Imperial Hotel, Ltd.	Mizkan Holdings Co., Ltd.
Kawasumi Laboratories, Inc.	TEIJIN LIMITED	Isetan Mitsukoshi Ltd.
Kyosan Electric Mfg. Co., LTD.	TDK Corporation	Mitsubishi Corporation
Kinki Nippon Tourist Kyushu Co., Ltd.	Tokyo Century Corporation	The Bank of Tokyo-Mitsubishi UFJ, Ltd.
KUBOTA Corporation	TORAY INDUSTRIES, INC.	Mitsubishi UFJ Lease & Finance Company Limited
Clarion Co., Ltd.	Toyota Tsusho Corporation	YASKAWA Electric Corporation
KDDI CORPORATION	NISSAN MOTOR CO., LTD.	YUSEN LOGISTICS CO., LTD.
Kobe Steel, Ltd.	The Nisshin OilIIO Group, Ltd.	UCC Ueshima Coffee Co., Ltd.
INPEX CORPORATION	NISSIN FOODS HOLDINGS CO., LTD.	Unicharm Corporation
KOKUYO Co., Ltd.	Bank of Japan	Lion Corporation
COSMO OIL Co., Ltd.	Japan Aviation Electronics Industry, Limited	Rakuten, Inc.
KONICA MINOLTA, INC.	NISSHA PRINTING CO., LTD	Resona Holdings, Inc.
KOBAYASHI PHARMACEUTICAL CO., LTD.	Nippon Signal Co., Ltd.	ROHM Co., Ltd.

\* The list is current as of 31st March 2017

## Major Companies and Organizations that offered jobs to APU students in Academic Year 2016

(In Japanese syllabary order)

Dom. Int.	Company/Organization Name	Dom. Int.	Company/Organization Name	Dom. Int.	Company/Organization Name
<input type="radio"/> <input type="radio"/>	URBAN RESEARCH Co.,Ltd.	<input type="radio"/>	OKAMURA CORPORATION	<input type="radio"/>	JAL SKY CO.,LTD.
<input type="radio"/>	IHI Corporation	<input type="radio"/>	Orient Corporation	<input type="radio"/>	JLSAO.,Ltd.
<input type="radio"/>	AISIN AW CO., LTD.	<input type="radio"/>	Kao Customer Marketing Co., Ltd.	<input type="radio"/>	JALSKY Kyushu Co.,Ltd.
<input type="radio"/>	Accenture Japan Ltd	<input type="radio"/>	Embassy of the Republic of Kazakhstan in Japan	<input type="radio"/> <input type="radio"/>	JAL Navia Co.,Ltd
<input type="radio"/> <input type="radio"/>	AsiaQuest Inc.	<input type="radio"/>	CASIO COMPUTER CO., LTD.	<input type="radio"/>	SHUEI YOBIKO Co., Ltd.
<input type="radio"/>	Ashimori Industry Co., Ltd.	<input type="radio"/>	Qatar Airways	<input type="radio"/> <input type="radio"/>	Mitsui O.S.K. Lines, Ltd.
<input type="radio"/>	AstraZeneca K.K.	<input type="radio"/>	Kanebo Cosmetics Inc.	<input type="radio"/>	KOBELCO LOGISTICS, LTD.
<input type="radio"/>	Azbil Corporation	<input type="radio"/>	Calbee, Inc.	<input type="radio"/>	NIPPON STEEL & SUMITOMO METAL CORPORATION
<input type="radio"/>	Adecco Ltd.	<input type="radio"/>	Kawasaki Kisen Kaisha, Ltd.	<input type="radio"/>	Suzuyo & Co.,Ltd.
<input type="radio"/> <input type="radio"/>	Adways Inc.	<input type="radio"/>	The Kansai Electric Power Company,Incorporated	<input type="radio"/>	Star Flyer Inc.
<input type="radio"/>	ABeam Consulting Ltd.	<input type="radio"/>	Kyushu Railway Company	<input type="radio"/>	State Street Trust and Banking Company, Ltd.
<input type="radio"/> <input type="radio"/>	IKEA JAPAN	<input type="radio"/>	Kewpie Corporation	<input type="radio"/>	SUMITOMO HEAVY INDUSTRIES, LTD.
<input type="radio"/>	Ichijo Co., Ltd.	<input type="radio"/>	Kyosan Electric Manufacturing Co.,Ltd.	<input type="radio"/>	SUMITOMO LIFE INSURANCE COMPANY
<input type="radio"/>	ITOCHU Techno-Solutions Corporation	<input type="radio"/>	The Bank of Kyoto, Ltd.	<input type="radio"/>	Sumitomo Wiring Systems, Ltd.
<input type="radio"/>	IDOM Inc.	<input type="radio"/>	KYOWA CORPORATION.	<input type="radio"/>	SEINO TRANSPORTATION CO., LTD.
<input type="radio"/>	Intelligence, Ltd.	<input type="radio"/>	KIRIN GROUP LOGISTICS CO.,LTD.	<input type="radio"/>	Sekisui House, Ltd.
<input type="radio"/>	Intelligence Business Solutions, Ltd.	<input type="radio"/>	Kubota Corporation	<input type="radio"/>	Japan Petroleum Exploration Co., Ltd.
<input type="radio"/> <input type="radio"/>	UENO Co.,Ltd.	<input type="radio"/>	Kumon Institute of Education Co., Ltd.	<input type="radio"/>	SECOM CO., LTD.
<input type="radio"/>	USHIO INC.	<input type="radio"/>	Clarion Co., Ltd.	<input type="radio"/> <input type="radio"/>	SEPTENI HOLDINGS CO.,LTD.
<input type="radio"/>	WOOD ONE CO.,LTD.	<input type="radio"/>	Gurunavi, Inc.	<input type="radio"/>	Seven-Eleven Japan Co.,Ltd.
<input type="radio"/> <input type="radio"/>	H.I.S.Co.,Ltd.	<input type="radio"/>	Credit Saison Co.,Ltd.	<input type="radio"/> <input type="radio"/>	SENKO Co., Ltd.
<input type="radio"/>	AIMNEXT Inc.	<input type="radio"/>	GLOBERIDE, Inc.	<input type="radio"/> <input type="radio"/>	ALL NIPPON AIRWAYS CO., LTD
<input type="radio"/>	AIU Insurance Company, Ltd	<input type="radio"/>	KDDI CORPORATION	<input type="radio"/>	Sohgo Security Services Co., Ltd.
<input type="radio"/>	ANA AIRPORT SERVICES CO., LTD.	<input type="radio"/>	KYB Corporation.	<input type="radio"/>	Sojitz Corporation
<input type="radio"/>	ANA OKINAWA AIRPORT CO., LTD.	<input type="radio"/>	GEO HOLDINGS CORPORATION	<input type="radio"/>	ZOJIRUSHI CORPORATION
<input type="radio"/>	SMBC Nikko Securities Inc.	<input type="radio"/>	Kobe Steel,Ltd.	<input type="radio"/>	SOCIETE GENERALE ASIA PACIFIC
<input type="radio"/> <input type="radio"/>	SG Holdings Co., Ltd.	<input type="radio"/>	KOEI TECMO HOLDINGS CO., LTD.	<input type="radio"/>	Sony Assurance Inc.
<input type="radio"/>	NEC Capital Solutions Limited	<input type="radio"/>	Coach Japan LLC	<input type="radio"/>	The Dai-ichi Life Insurance Company, Limited
<input type="radio"/>	NEC Informatec Systems,Ltd.	<input type="radio"/>	INPEX CORPORATION	<input type="radio"/>	Daishinsha Inc.
<input type="radio"/>	NEC Fielding, Ltd.	<input type="radio"/>	Kobayashi Pharmaceutical Co., Ltd.	<input type="radio"/>	Daicel Corporation
<input type="radio"/> <input type="radio"/>	NOK CORPORATION	<input type="radio"/>	SAGAWA EXPRESS CO.,LTD.	<input type="radio"/>	Daifuku Co., Ltd.
<input type="radio"/>	NTT Communications Corporation	<input type="radio"/>	Saraya Co., Ltd.	<input type="radio"/>	DIAMOND ELECTRIC MFG.CO.,LTD.
<input type="radio"/>	NTT DATA Corporation	<input type="radio"/> <input type="radio"/>	Sankyu Inc.	<input type="radio"/>	Taiyo Cabletec Corporation
<input type="radio"/>	NTT DATA Global Solutions Corporation	<input type="radio"/>	SANKEI SHIMBUN CO.,LTD.	<input type="radio"/>	Taiyo Nippon Sanso Corporation
<input type="radio"/>	NTT DOCOMO, INC.	<input type="radio"/>	G.U. CO., LTD.	<input type="radio"/>	Daiwa Institute of Research Ltd.
<input type="radio"/> <input type="radio"/>	EBARA CORPORATION	<input type="radio"/>	JR KYUSHU HOTELS.	<input type="radio"/>	Takagi Mfg. Co., Ltd.
<input type="radio"/>	Emirates	<input type="radio"/>	JTB Corp.	<input type="radio"/>	Takara Standard Co., Ltd.
<input type="radio"/> <input type="radio"/>	Oita Bank.co.,Ltd	<input type="radio"/>	JTB Pte Ltd.	<input type="radio"/>	TOMY COMPANY, LTD.
<input type="radio"/>	Oita Transportation Co., Ltd.	<input type="radio"/>	JCB Co., Ltd.	<input type="radio"/>	WDI Corporation
<input type="radio"/>	OITA GODO SHIMBUN INC.	<input type="radio"/>	SYSMEX CORPORATION	<input type="radio"/>	Tully's Coffee Japan Co., Ltd.
<input type="radio"/>	Otsuka Pharmaceutical Co., Ltd.	<input type="radio"/>	JANOME SEWING MACHINE CO.,LTD.	<input type="radio"/>	CENTRAL JAPAN INTERNATIONAL AIRPORT COMPANY, LIMITED

Dom.	Int.	Company/Organization Name
<input type="radio"/>		CHORI CO.,LTD.
<input type="radio"/>		THK CO.,LTD.
<input type="radio"/>		TAKE AND GIVE. NEEDS Co., Ltd.
<input type="radio"/>		Imperial Hotel, Ltd.
<input type="radio"/>		DISCO Inc.
<input type="radio"/>		Dell Inc.
<input type="radio"/>		Deloitte Tohmatu Consulting LLC
<input type="radio"/>	<input type="radio"/>	Tokyo Century Corporation
<input type="radio"/>		DOSHINSHA PUBLISHING CO., LTD
<input type="radio"/>		Toyo Reizo Co.,Ltd
<input type="radio"/>		Tri-Stage inc.
<input type="radio"/>		transcosmos inc.
<input type="radio"/>		TORIDOLL Holdings Corporation
<input type="radio"/>	<input type="radio"/>	Don Quijote Holdings Co., Ltd.
<input type="radio"/>	<input type="radio"/>	DONQ Co.,LTD.
<input type="radio"/>		NISHITETSU HOTEL GROUP
<input type="radio"/>		THE NISHI-NIPPON CITY BANK, LTD.
<input type="radio"/>		West Japan Railway Company
<input type="radio"/>		Nishimoto Trading Co.,LTD
<input type="radio"/>		NICHIIGAKKAN CO., LTD.
<input type="radio"/>		Nichirei Fresh Inc.
<input type="radio"/>		NISSAN MOTOR CO.,LTD.
<input type="radio"/>		NIPPON STEEL & SUMIKIN BUSSAN CORPORATION
<input type="radio"/>		Japan Oil Transportation Co., Ltd.
<input type="radio"/>	<input type="radio"/>	NIPPON EXPRESS CO., LTD.
<input type="radio"/>		NEC Corporation
<input type="radio"/>		JAPAN POST Co., Ltd.
<input type="radio"/>		Nitori Co., Ltd.
<input type="radio"/>		Nifco Inc.
<input type="radio"/>		IBM Japan, Ltd.
<input type="radio"/>		Oracle Corporation Japan
<input type="radio"/>		Japan Airlines Co., Ltd.
<input type="radio"/>		Nissha Printing Co., Ltd.
<input type="radio"/>	<input type="radio"/>	JAPAN SECURITIES FINANCE CO., LTD.
<input type="radio"/>		Nippon Life Insurance Company
<input type="radio"/>		Nippon Soda Co., Ltd.
<input type="radio"/>		Tata Consultancy Services Japan, Ltd.
<input type="radio"/>		Nippon Travel Agency Co.,Ltd.

Dom.	Int.	Company/Organization Name
<input type="radio"/>		Nestle Japan Limited
<input type="radio"/>	<input type="radio"/>	Nomura Securities Co.,Ltd.
<input type="radio"/>		Pasona Inc.
<input type="radio"/>		Panasonic Corporation
<input type="radio"/>	<input type="radio"/>	BANDAI NAMCO Entertainment Inc.
<input type="radio"/>		Pietro Co., Ltd.
<input type="radio"/>		Hitachi Capital Corporation
<input type="radio"/>		Hitachi Kokusai Electric Inc.
<input type="radio"/>		Hitachi Transport System, Ltd.
<input type="radio"/>		Hilton Tokyo
<input type="radio"/>		Hilton Fukuoka Sea Hawk
<input type="radio"/>		Hilton Worldwide
<input type="radio"/>		FAST RETAILING CO., LTD.
<input type="radio"/>	<input type="radio"/>	Foster Electric Company, Limited
<input type="radio"/>		Fuji Seal, Inc.
<input type="radio"/>	<input type="radio"/>	Fuji Xerox Co., Ltd.
<input type="radio"/>		FUJI SOFT INCORPORATED
<input type="radio"/>	<input type="radio"/>	FUJITSU LIMITED
<input type="radio"/>	<input type="radio"/>	FUJITSU FRONTECH LIMITED
<input type="radio"/>		Fujitsu Marketing Limited
<input type="radio"/>		PLUS CORPORATION
<input type="radio"/>	<input type="radio"/>	PRINCE HOTELS, INC.
<input type="radio"/>	<input type="radio"/>	Bloomberg L.P.
<input type="radio"/>	<input type="radio"/>	FURUSATO INDUSTRIES,LTD.
<input type="radio"/>	<input type="radio"/>	PROTO CORPORATION
<input type="radio"/>		Hoyu Co., Ltd.
<input type="radio"/>		Hoshino Resort Inc.
<input type="radio"/>		Pokka Create Co., Ltd.
<input type="radio"/>		Honda Motor Co., Ltd.
<input type="radio"/>		Mynavi Corporation
<input type="radio"/>		MACNICA, Inc.
<input type="radio"/>		Mabuchi Motor Co., Ltd.
<input type="radio"/>	<input type="radio"/>	MARUICHI STEEL TUBE LTD.
<input type="radio"/>	<input type="radio"/>	Marusan Securities Co., Ltd.
<input type="radio"/>	<input type="radio"/>	Maruhachi Holdings Co., Ltd.
<input type="radio"/>	<input type="radio"/>	MARUBISHI Co.,Ltd
<input type="radio"/>		Marubeni Protechs Corporation
<input type="radio"/>	<input type="radio"/>	MARUWA UNYU KIKAN CO.,LTD.

Dom.	Int.	Company/Organization Name
<input type="radio"/>	<input type="radio"/>	Mizuho Financial Group, Inc.
<input type="radio"/>		Mitsui Chemicals, Inc.
<input type="radio"/>		Sumitomo Mitsui Banking Corporation
<input type="radio"/>		Mitsui & Co. Plastics Ltd.
<input type="radio"/>		Isetan Mitsukoshi Ltd.
<input type="radio"/>		Mitsubishi Corporation Energy Co., Ltd.
<input type="radio"/>		Mitsubishi Electric Corporation
<input type="radio"/>	<input type="radio"/>	The Bank of Tokyo-Mitsubishi UFJ, Ltd. Jakarta Branch
<input type="radio"/>		Mitsubishi UFJ Morgan Stanley Securities Co., Ltd.
<input type="radio"/>		Mitsubishi UFJ Lease & Finance Company Limited
<input type="radio"/>		Murakami Corporation
<input type="radio"/>		Meiji Seika Pharma Co., Ltd.
<input type="radio"/>		Meiji Yasuda Life Insurance Company
<input type="radio"/>		MOTTOX INC.
<input type="radio"/>		MORITA HOLDINGS CORPORATION
<input type="radio"/>		Mori Trust Hotels & Resorts Co.,Ltd.
<input type="radio"/>		Yamaguchi Financial Group, Inc.
<input type="radio"/>	<input type="radio"/>	YAMATO TRANSPORT CO., LTD.
<input type="radio"/>	<input type="radio"/>	YANMAR CO., LTD.
<input type="radio"/>		YANMAR Co., Ltd.
<input type="radio"/>		USEN CORPORATION
<input type="radio"/>		Japan Post Bank Co., Ltd.
<input type="radio"/>	<input type="radio"/>	UNIQLO CO., LTD.
<input type="radio"/>		Yokogawa Bridge Holdings Corp.
<input type="radio"/>		Yoshimoto Kogyo Co., Ltd.
<input type="radio"/>		LINE Corporation
<input type="radio"/>		LACOSTE JAPAN co.ltd.
<input type="radio"/>		Reed Exhibitions Japan Ltd.
<input type="radio"/>		RISO KAGAKU CORPORATION
<input type="radio"/>		Resona Bank, Limited.
<input type="radio"/>		The Ritsumeikan Trust.
<input type="radio"/>		Ryohin Keikaku Co.,Ltd.
<input type="radio"/>		Renesas Electronics Corporation
<input type="radio"/>		Lawson, Inc.
<input type="radio"/>		ROHTO Pharmaceutical Co., Ltd.
<input type="radio"/>		ROHM Co., Ltd.
<input type="radio"/>		Robert Walters Japan K.K
<input type="radio"/>		YEC Solutions Inc.

※ Information is current at March 31st 2017, and is limited to information volunteered by students.

Dom. ... Major Companies and Organizations that offered jobs to Domestic students.

Int. .... Major Companies and Organizations that offered jobs to International students.

# Comments from APU Graduates

Graduation Year: 2008    From: Japan    Gender: Male  
Industry: Airline Industry    Job: General (main career track)

## **[Job Description]**

I work in a general position for an airline company. At first I was interested in the areas of service and customer satisfaction, but since entering the company I have been in the pilot division. I manage pilots' schedules and find replacements when necessary due to everyday occurrences such as equipment failure, adverse weather conditions, delays and pilots being absent due to illness. It is my mission to ensure that all flights leave according to the set schedule. It is a very important job because one wrong decision could lead to a flight cancellation.

In addition to my usual position I have also been put in charge of various other jobs, such as creating operating procedure manuals, projects for the implementation of new systems, training new employees and carrying out recruitment interviews. I have also been involved with events that require the coordination of several divisions, such as the planning of flights to see the first sunrise of the new year, and inflight wedding ceremonies! A general job position in an airline company covers a vast array of fields and, particularly in my company, provides the opportunity to work with the pilots, cabin crew, mechanics and other professionals. These positions require people to learn a lot of specialist information, including related legislations, about each field, have strong communication skills and be able to make instant decisions. The airline industry has quite a glamorous image but it is actually not that glamorous and probably won't live up to those kinds of expectations, especially a job in a general position like mine, in which you are very much in the background, behind the scenes of the so-called glamorous positions. But, the sky holds many dreams and mine is an interesting job that helps support and make these dreams come true.

## **[Message to Students]**

If I had to say which, I would say that job hunting is a lot harder than it is easy. It hardly ever goes to plan and you start to feel very insecure and anxious when you don't receive a job offer, are applying for job after job, and can't see the end in sight. To be honest my job hunt didn't go very well at first either. I still remember the feeling of frustration, the shock of not getting the job I wanted and seeing my friends get theirs and being able to finish their job hunting while I had to keep going. I really thought I was going to lose my way.

If you ever start to feel like this, I suggest you stop and get your thoughts and ideas in order. I got my job offer just after I had taken a break to re-evaluate both myself and what I wanted out of my job hunt. Organizing my thoughts meant they came out more naturally in my interview.

I don't think that job hunting determines your whole life. While there is no need to get down when things don't go according to plan, remember that job hunting isn't easy, and a job won't just fall into your lap unless you work hard. It might be a bumpy road but it is the chance to meet a variety of different companies. If you face the task at hand I just know that in the end you will meet a company that is right for you. I hope that all of you reading this will be successful in your job hunt and be able to use the wealth of knowledge and experiences you have acquired at APU in your new job

# Comments from APU Graduates

Graduation Year: 2013 From: Thailand Gender: Female  
Industry: Telecommunications Industry Job: Overseas Sales

## **[Job Description]**

The focus of my job hunting was to try and find a job that 'contributed to both countries, and in which I could be a bridge between Japan and my homeland Thailand.' I have only been working for a year and a half but so far my wishes are coming true. I am working in the overseas sales of international phones to telecommunications companies in Europe, my homeland Thailand, and other countries in South East Asia.

To make international phone calls, there needs to be cables on the seabed connecting the telecommunications companies of countries around the globe. Of course not all these companies have cables under the sea and that is where our company comes in. We work as a bridge enabling international phone calls to be made without the use of these cables. We support not only our Japanese customers making calls overseas, but also our overseas customers making international calls. I work everyday with approximately 30 overseas telecommunications companies in offering customers the best service at the best price.

I am extremely grateful for finding a job in which I can utilize my experiences in Japan and what I learnt during my 4 years at APU, and a company that is helping me realize my dreams. Through the sales of international calls I will continue to strive towards realizing my dream, contributing to the development of an environment in which we are 'connected', not just here in Japan and Thailand, but around the world.

## **[Message to Students]**

One of the most important things you need to know during job hunting is 'knowing society, knowing the company, and knowing yourself'. While industry and company analysis are both important aspects of job hunting, finding out more about yourself, things you don't already know, is even more important.

Unfortunately not getting past the entry sheet stage, or not passing an interview are just part of the trials you will experience during your job hunt. However, through these experiences you will learn more about yourself; how much support you have from your friends and family, how far you have come, and what kind of life and career you really want to have. Knowing all of this will help you grow.

During your job hunt don't try and cover up who you really are. It is better to just be you. You will be able to work for a longer time at a company that has given you a job based on who you really are.

Lastly, try and really enjoy the last of your student life. There are of course fun things when you get out into the workforce, but there are also a mountain of things you can only experience while at APU. You don't want to have any regrets so really put your all in and give it your best shot. And have fun!

## Job-Hunting Q&A-What Should I Do When ...

### Q1 What does Job-Hunting really entail?

A1 Before carrying out any action, you need to ensure you have done all your preparation. Think about the type of person that you are - what are your likes, hobbies and abilities? The first step you take when job hunting is some self-analysis — some Self Hunting, if you prefer.

### Q2 Should I try to narrow down my choice of industry and career as quickly as possible?

A2 If you start to narrow down your choices before you have completed your self-analysis, you may find you are left with a smaller choice of positions or no clear choice at all. First, attend as many company seminars as you can and expand your horizons. Realizing the sheer depth and range of careers and industries out there is the key to a successful job hunt.

### Q3 I've been asked to visit a company and the dress code said 'no dress code' - how should I dress?

A3 The words "no dress code" here are not an open invitation to dress like you were going for a day trip somewhere. This is an opportunity for you to show the HR department that you know the meaning of common sense and cleanliness. Think about what kind of clothing is appropriate, other than a suit, which will leave a good first impression on someone. Moreover, some industries will require you to display a certain look or taste, and again, this is your chance to show that you understand what their employees need to look like.

※ Do not wear jeans or shorts.

※ Both males and females should choose a suit or jacket with a collar.

### Q4 What should I do if I am on my way to a company and I get lost and become late for the appointment?

A4 Be aware that being late is basically unacceptable. However, if it is inevitable you will be late, call the company and let them know as soon as possible. Before you make the first visit to the company, make sure you have prepared adequately for any eventuality and give yourself plenty of time to get there.

### Q5 I made a mistake about the deadline for my priority choice company and I have missed their deadline...

A5 Most companies won't accept applications after the deadline. If it is a company you really feel passionate about joining then try and contact the recruitment office and ask very politely if they will consider your application. Even if there is only a very small possibility it is still worth trying. However, the most important thing about job-hunting is organizing your schedule properly so that this type of thing doesn't happen. You will be applying for several companies at the same time, so without a proper schedule it will be easy to make mistakes with deadlines and miss interview times. Make yourself a job-hunting diary or use a calendar function on a job-hunting site and check it every single day of your job hunt. We also suggest making separate sheets or sections for each company.

## Q6 I got a real feeling of loneliness and unease during my job-hunting efforts...

**A6** Over the course of the long job-hunting period you will have emotional ups and downs as you pass and fail parts of the selection process. This can be exhausting and leave you feeling lonely and anxious. It is at these times that friends and family can become a great support network. Talking to friends or family can be the switch you need to refocus and give you what you need to get over the hurdles facing you. It is important to try and find a balance between the times you need to 'go hard' and the times you need to 'take a break'.

Having someone you can really talk to, whether that be a 'sempai' or a good friend, is invaluable both during your job hunt and in life itself. Of course you are always welcome at the career office if you need someone to talk to. We are always there to help put your mind at ease. Those of you job-hunting in Tokyo can also visit the Tokyo campus.

Not passing a particular stage of the selection process is not a measure of how good you are as a person, it is a measure of whether or not you suite the company or not. DON'T let it get you down.

## Q7 So I've been told by the company that offered me the job to send in my 'Letter of Acceptance' but I'm not 100% sure that it's what I want to do...

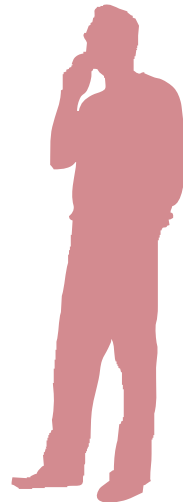
**A7** After you have sent in a 'Letter of Acceptance' it is usually very hard to then turn a job down. If you really are indecisive and want to continue your job-hunt further, you need to be truthful and tell the company you are unsure and ask them to please wait for your letter of acceptance a little bit longer. Don't try and tide things over by lying, as doing so could cause a big inconvenience to the company and put you in a very awkward position. Handle things quickly and don't waste opportunities.

### A word of advice about job-hunting



#### Examples of people that companies try to avoid hiring

- \* People that are scheduled to attend the explanatory meetings and do not show up
- \* People that are not punctual
- \* People that eat and drink in the selection committee hall
- \* People that wear their everyday attire to the selection committee hearings
- \* People that are unable to use appropriate language and who cannot display the right attitude
- \* People unable to display their motivation and ambition
- \* People that are unable to give an honest account of themselves
- \* People presenting a poorly-crafted or corrected resume



Please do your best to make sure you do not appear to fall into any of these unwanted categories!

# Useful Job-Hunting Websites

Job information websites include those operated using advertising revenue from companies, and those operated by public organizations such as Hello Work and business organizations. If you register you can access services such as info-magazines and job vacancy information. Many companies also accept entries through such websites. Below are some of the main websites.

\*Please note that URLs for these websites are subject to change.

Leading Job-Hunting Guides	
Rikunavi 2019	<a href="https://job.rikunabi.com/2019/">https://job.rikunabi.com/2019/</a>
Mynavi 2019	<a href="https://job.mynavi.jp/2019/">https://job.mynavi.jp/2019/</a>
Career-tasu Job-Hunting 2019	<a href="https://job.career-tasu.jp/2019/top/">https://job.career-tasu.jp/2019/top/</a>
Asagaku Navi 2019 *Focused on SMEs and venture companies	<a href="https://www.gakujo.ne.jp/2019/">https://www.gakujo.ne.jp/2019/</a>
Wantedly *Focused on venture companies	<a href="https://www.wantedly.com/">https://www.wantedly.com/</a>
Massnavi2019 *Focused on advertising, web services, and mass media	<a href="https://www.massnavi.com/2019/">https://www.massnavi.com/2019/</a>
Gaishishukatsu.com *Focused on non-Japanese firms	<a href="https://gaishishukatsu.com/">https://gaishishukatsu.com/</a>
Qnavi *Focused on firms in the Kyushu area	<a href="https://www.qnavi.jp/2019/index.html">https://www.qnavi.jp/2019/index.html</a>
Jobway-search site run by Association of Small/Medium Enterprises	<a href="http://www.jobway.jp/">http://www.jobway.jp/</a>
Job-hunting and employment websites for people with disabilities: Web Sana	<a href="https://www.web-sana.com/">https://www.web-sana.com/</a>
Job-hunting and employment websites for people with disabilities: Clover-navi	<a href="http://www.clover-navi.com/">http://www.clover-navi.com/</a>
Internationally-oriented Job-Hunting Websites (for non-Japanese, bilinguals, foreign firms)	
Mynavi Global Job-hunting information site for international students and bilinguals	<a href="https://global.mynavi.jp/">https://global.mynavi.jp/</a>
Career Forum Net (CFN)	<a href="https://careerforum.net/ja/">https://careerforum.net/ja/</a>
en world *Focused on career change options	<a href="https://enworld.net/">https://enworld.net/</a>
Dai job.com *Focused on career change options	<a href="https://www.daijob.com/">https://www.daijob.com/</a>
The Japan Times Jobs *Focused on career change options	<a href="https://job.japantimes.com/">https://job.japantimes.com/</a>
Reverse Job-Hunting Information Websites	
OfferBox	<a href="http://offerbox.jp/">http://offerbox.jp/</a>
JOBRASS New Graduates	<a href="https://jobrass.com/gakusei/SCST00101">https://jobrass.com/gakusei/SCST00101</a>
Gyakukyujin Navi (Student Hunting)	<a href="https://www.studenthunting.com/">https://www.studenthunting.com/</a>
New Graduate Introduction Websites (company introduction / job-hunting support for students)	
DODA Shinsotsu Agent	<a href="https://doda-student.jp/">https://doda-student.jp/</a>
Career-tasu Shukatsu Agent	<a href="http://agent.career-tasu.jp/">http://agent.career-tasu.jp/</a>
Adecco	<a href="http://freshers.adecco.co.jp/">http://freshers.adecco.co.jp/</a>
Other Information Websites (for company/industry research)	
Nihon Keizai Shimbun	<a href="https://www.nikkei.com/">https://www.nikkei.com/</a>
Kaisha Shikiho Online	<a href="https://shikiho.jp/">https://shikiho.jp/</a>
Reuters	<a href="https://jp.reuters.com/">https://jp.reuters.com/</a>
Japan External Trade Organization (JETRO)	<a href="https://www.jetro.go.jp/">https://www.jetro.go.jp/</a>
Top 100 Global Niche Companies	<a href="http://www.meti.go.jp/policy/mono_info_service/mono/gnt100/">http://www.meti.go.jp/policy/mono_info_service/mono/gnt100/</a>
Useful Labor Law: essential knowledge for workers (Ministry of Health, Labor and Welfare website)	<a href="http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudouzenpan/roudouhou/">http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudouzenpan/roudouhou/</a>
Is this OK? Labor law Q&A through manga (Ministry of Health, Labor and Welfare website)	<a href="http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/mangaroudouhou/">http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/mangaroudouhou/</a>
Database on advancement of women's participation	<a href="https://www.positive-ryouritsu.jp/positivedb">https://www.positive-ryouritsu.jp/positivedb</a>