

# Entry Sheets and 履歴書 (rirekisho)

## Entry Sheets

Entry Sheets (ES) is a common form of application for many companies in Japan. It is not just an application, it is the first hurdle you must overcome when companies are narrowing down the number of applicants. When you write your ES, you need to make the person reading it think, "I want to meet this person!" Otherwise, you will not be able to proceed to the next step in the selection screening.

What is asked in the ES differs depending on the company, and the questions may include: "Self PR," "Statement of Purpose," "What was something that you put a lot of effort into during university?" "Describe yourself in one sentence," etc. Therefore, each ES must be targeted to each individual company.

Furthermore, your ES will be referenced to during the interviews. You should make a copy of your ES for yourself for reference so you can predict what kinds of questions may be asked of you during the interview. Practice answering those questions in advance before the interview.

## What to do before writing

If you try to write your ES before organizing your thoughts, you will struggle to make a clear argument. Moreover, writing down ideas as you think of them will thus lead to an unorganized ES. Readers will then be confused on what you are trying to convey. Therefore, you can only start with preparations before you actually start writing. Refer back to p.18~23 (self-assessment) to help with your preparations. Finally, an ES is not something that can just be turned in right before deadline. Strive to always think, "The earlier I can turn this in, the better."

### [Advice on writing your Entry Sheet]

#### Content

- ① Organize the message you want to deliver in a clear, concise manner, and write it within the 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 rirekisho]

- Be straight and concise when expressing 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 起承転結 style of a Japanese narrative (introduction, development, turn, conclusion)  
Describe your experiences 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 to further sell yourself!
- Check it thoroughly to make sure there are no mistakes.

## Basic 10 Rules for rirekisho & 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 own personality. Write like you want people to read what you are committing to paper, so 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

Keep the volume of information short and straight to the point.

### 6. Use your own words and expressions

There is no manual, so write in your own words.

### 7. Call upon actual experiences

Draw on one or two actual episodes of your own experiences, 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

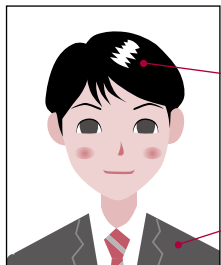
Do not shape history to make your own contribution look more than it was.

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

- Is your photograph attached to the rirekisho in the correct manner?
- Is the rirekisho 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.
- Does your selling 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!)

## Rirekisho Photo Advice – must be taken within the last 6 months



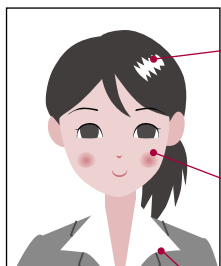
**[For Men]**

### Hairstyle

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

### Clothing

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



**[For Women]**

### Hairstyle

If your hair is in your face, it can leave a somber impression on the interviewers. So if your hair is long, make sure it is tied back.

### Make Up

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

### 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 SELF-OPERATED PHOTO BOOTH. Instead, get a professional to take your photo in a studio and request for the data / negatives so that you can make copies later. This is also a more cost-effective way for having multiple copies of your professional photo.**

## Writing a Rirekisho

### 1. Points to note

- (1) 得意な科目または研究課題・ゼミ卒論など  
(Research topics in seminars or academic courses you found interesting)

When writing about research seminars (if you did not take one, then a course that you found 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) 学生時代に力を注いだことまた、それによって得たもの  
(What was something that you put a lot of effort into during university? what did you gain from the experience?)

Focus on a particular goal (or interest) that you had 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, explain how this would relate to a company that hires you. Be persuasive and include detailed accounts of actual events so as to help interviewers imagine how you could make use of what you learned for the company. (Up to approx. five lines)

- (3) 私の特技 (Your strengths)

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 select issues not mentioned in section (2) above; this will give you more things to talk about during the interview (max. 5 lines)

- (4) 資格、インターンシップ等 (Qualifications, internships, etc.)

State clearly the names of any qualifications you hold and the dates you received them. Clearly state the company name, duration, location, and name of position for any internships you have done as well; make sure it is easy to understand.

- (5) その他自由記述欄 (Any other comments)

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 rirekishos are checked by people who will never meet you face to face. Based on your rirekisho, you may be called to an interview then asked about the statements therein. Content that doesn't get its message across will then hurt your chances in proceeding to the interview. Be sure to have your seminar professors, Career Office staff, family and friends take a look at your rirekisho and get some feedback on how the content looks from another person's perspective.

### 3. Other things to submit

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. APU students are entitled to a free health check every year in April and October, 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.”

## Example Rirekisho

Fill in your rirekisho 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 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	
氏名 (漢字)	AJIA RITSUO	
フリガナ 氏名 (漢字)	亜 細 亜 リ ツ オ	
生年月日	1997年 7月 20日生 (満 20歳)	
フリガナ 現住所	オオイタケンベツシジュウモンジハル 〒874-XXXX	
フリガナ 現住所	大分県別府市十文字原〇丁目〇番	
電 話	携帯電話	E-mail (携帯メールアドレスなどは記入不可)
0977-78-XXXX	090-1234-XXXX	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	方	

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 (XXXXXXXXXX)

Start from the year of your high school graduation.

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) 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, don't omit it off your rirekisho.

Include your department and major

年	月	学歴・職歴 (各項目別にまとめて書く)
		学 歴
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
		職 歴
		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. For studying abroad for less than one year, write it in the その他自由述欄 (Any other comments) space.

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. 空白のところは、該当するものを〇で囲む。 4. 学籍番号欄については、学内への提出等の際に活用してください。

When writing rirekishos and e-mails, the expression of "your company" is always 貴社 (Kisha). Over the phone and other conversational situations, the expression is 御社 (Onsha)

Try to express things in your own words and answer two out of the following three questions. 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 for a potential employer to understand your episode 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が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に魅力を感じたからです。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、大会で 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学びました。

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。私が人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います。多くの人に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)

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

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

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

免 許・資 格・インターンシップ経験					
年	月		年	月	
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			



## 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, which they will use to narrow down which applicants. Please put the effort into earning an interview with the company, with your resume and cover letter so that you can talk more about your experiences and convince the interviewer that you are the best fit for the company! Conducting research online is a MUST and be sure to gather info about various formats that would help yours look good! It is very important to be creative and unique in writing your resume too. Avoid writing it in a rush. Take time to get it proof-read and make sure you are very confident 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 print out 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-assessment 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 for checking your resumes, CVs and cover letters. Please come to the front desk, call us or send an email to submit your resume and reserve an appointment to further discuss about it. For more details on how to apply for this service refer to p.78 (Job Hunting Consultation System).

※ We require at least two to three days to proofread your documents so submit them as early as possible.

## Sample of an English Resume

Type your name at the top in a large font.

# RYOMA JOBS

Affix your photo if that is the norm in the country you are applying

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

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### Education

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

List the month and year you entered APU or when you will graduate, your GPA (if above 3)

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### Internship Experience

Administrative Staff Jul 2016 – Aug 2017  
 JICA San Pedro, Paraguay

- ◇ Visited elementary schools on a daily basis to give workshops about managing money
- ◇ Led workshops to groups of women about household management

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### Extra-curricular Experience

Volunteer at various local exchange activities within Beppu Mar 2016 to present

- ◇ Taught English to locals 3 times a week
- ◇ Introduced Indonesian culture to locals during events organized by different organizations

**CLUB ACTIVITIES ON CAMPUS**

Member – Indonesian Traditional Arts Circle	Feb 2015 to present
Participant – Indonesian Week (cultural festival)	2015 – 2017
Sri Lankan Week (cultural festival)	2015 – 2017

If you do not have any professional work experience, focus your resume on other things such as volunteering, accomplishments, etc.

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### Relevant Skill

<p><b>Language</b></p> <p>Indonesian – Native</p> <p>English – Advanced (TOEIC 880/990 – Dec 2015)</p> <p>Japanese – Business (JLPT N1 – Dec 2015)</p> <p><b>IT</b></p> <p>Microsoft Office</p> <p>Adobe software</p> <p>References upon request</p>	<p><b>Other Skills</b></p> <p>Analytical Reasoning</p> <p>Effective time management</p> <p>Strong organizational skill</p> <p>Complex problem solving</p> <p>Flexible team player</p> <p>Research skill</p>
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