

# Writing Cover Letters

It is standard practice to attach a cover letter with any written document you submit to a company. This will immensely contribute to how you will be evaluated. It will also allow you to share more information that will further convince the recruiter of your skills and experiences relevant to the job you apply to.

## 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

拝啓 時下ますますご清栄のこととお慶び申し上げます。

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。

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

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

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

Write the date you will be posting the letter.

You can add a simple personal statement.

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

Greeting  
Main body of letter  
Closing

Attached documents

- ◆ 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

Date

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 experience highlighted for your kind reference. 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  
Enclosure: Resume