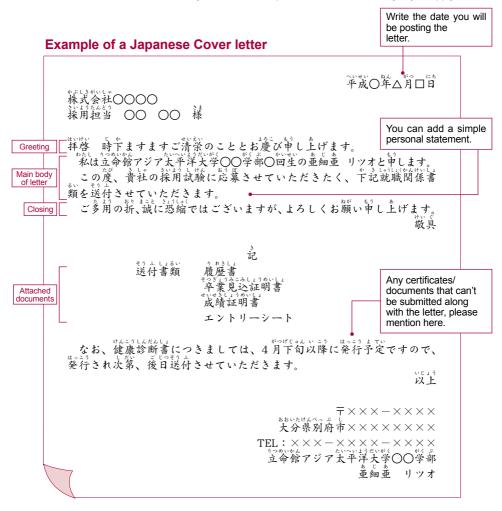
Writing Cover Letters

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.



- Refer to p. 66 for tips on how to address the envelope holding the documentation.
- ◆For resumes, you should write in <u>red pen</u> 「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

Signature