

Job Hunting Handbook 2019

SHAPE YOUR CAREER

Shape your world



Ritsumeikan
Asia Pacific University

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Job Hunting Handbook 2019

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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。

就職活動を進めていく中では、思いどおりにいかない場面もあるかもしれません。自分で努力を続けることも重要ですが、ともに頑張る仲間を見つけ、人に相談してみることで、新たな気づきがあり世界が拓ける場合もあります。皆さんの周りには、就職活動をしないと出会えない人や、支えてくれる人たちがたくさんいます。キャリア・オフィスのメンバーも、いつでも皆さんを支える人でありたいと考えています。キャリア・オフィスを上手に利用して、自らの人生を切り拓いてください。

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

Before you begin 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, 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 potential 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 with different cultures and values and are often required to work with diverse people and organizations. Learning in this kind of environment has made you more capable than you might think. Believe in your own ability, and by all means, challenge yourself. As you job hunt, things might not always go the way you planned. It is important to continue trying on your own, but meeting others in the same position and consulting with people can reveal new possibilities. Job hunting will bring you into contact with many people you would never have met otherwise, and people who can lend you their support. Career Office staff are always here to help. Make good use of the Career Office services and take control of your future. Good luck and enjoy the journey!

APU Career Office

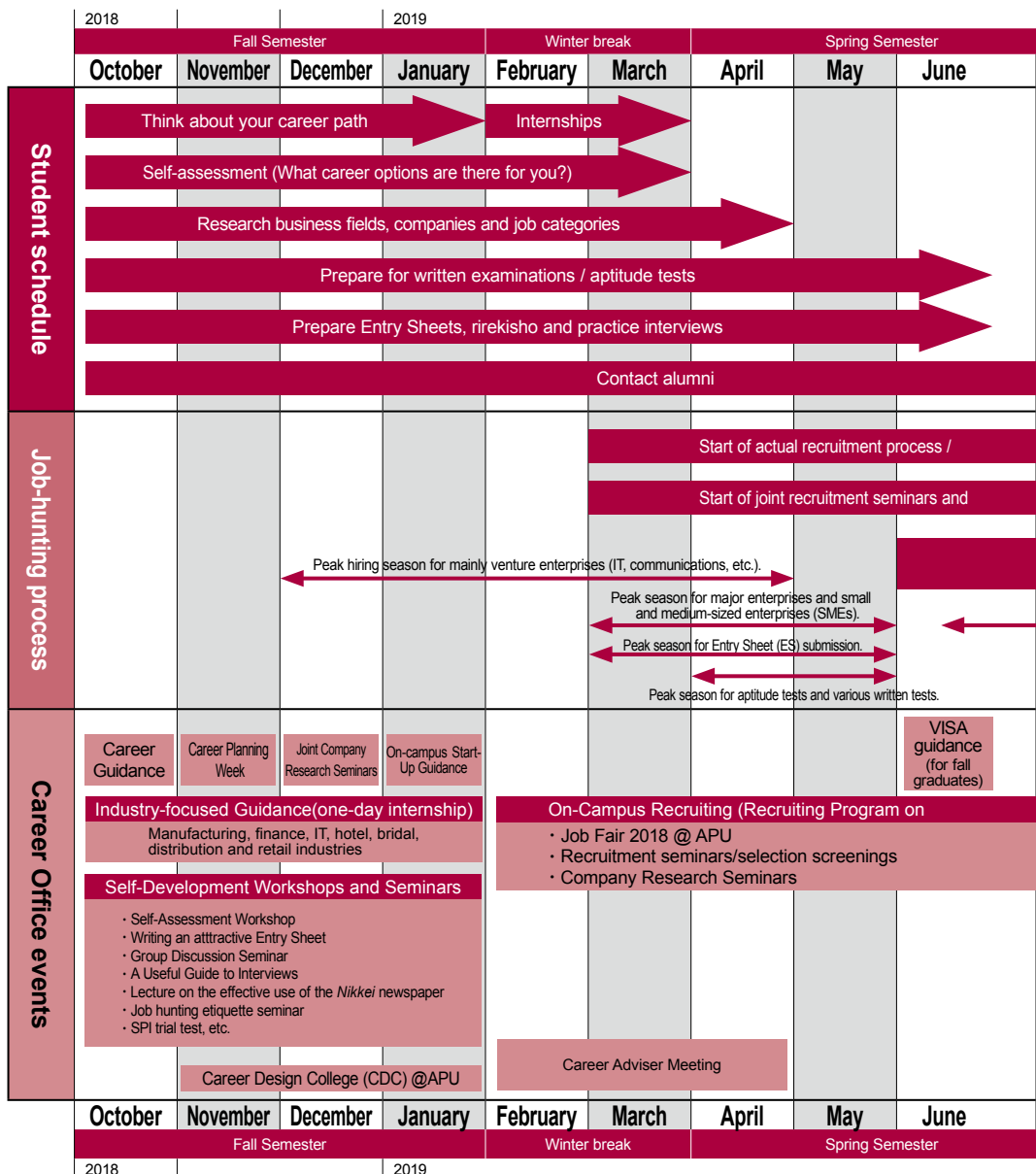
I. What is Job Hunting?

Job Hunting Handbook 2019



The General Job Hunting Schedule for APUers.

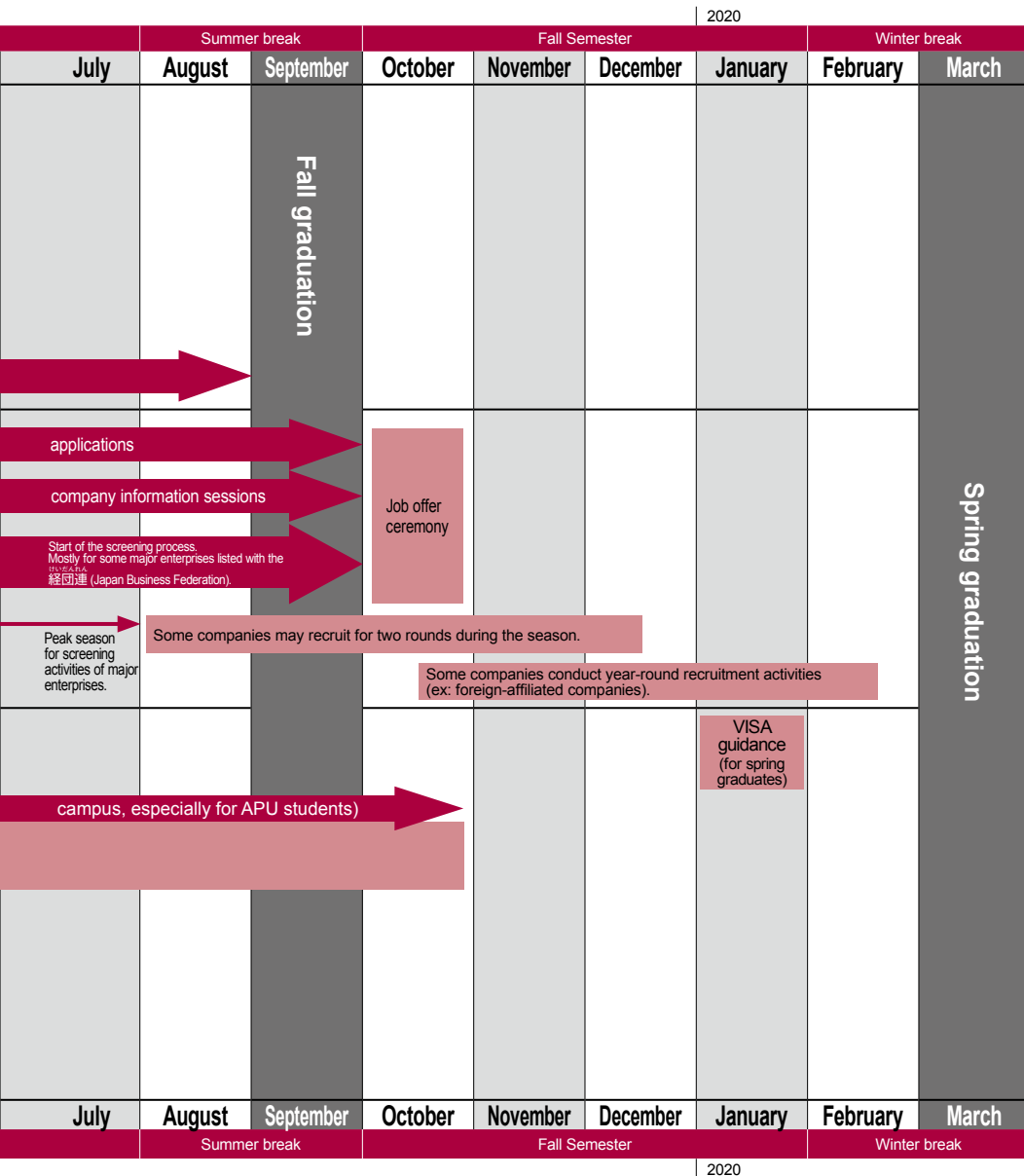
※ For students graduating in September 2019 and March 2020



※ 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 the 経団連 (Japan Business Federation) and is subject to change. Please check for updates regularly on Campus Terminal, Campusmate, and the Career Office Website and Facebook page.

※ Plan out your job hunting schedule wisely based on this general schedule and attend all events conducted by the Career Office that you feel may be useful to you.



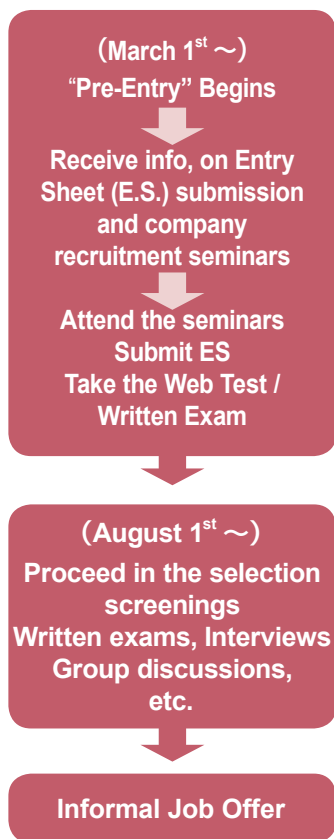
* The 経団連 (Japan Business Federation), hereafter referred to as the Keidanren, is consisted of 1,350 companies which lead the Japanese economy, 109 industry-classified national associations, and 47 local economic associations (As of 1st April 2017).

The Application and Selection Process

Companies in Japan use different methods to attract and select suitable candidates. However, a common pattern that most companies follow is to hold a recruitment seminar first, accept applications second, then hold interviews, written examinations, group discussions and/or other selection screenings last. It is important that you know the recruitment schedule and selection process of each company that you plan on applying to, and manage your own schedule carefully. Moreover, it is crucial that you do company research, a self-assessment, and practice writing Entry Sheets and written exams **before** recruiting begins. Proper preparations have a huge impact on future success!

Flow of General Recruiting (referred to previous year)

※ applies to companies in the Keidanren



General recruiting usually starts out with doing “entry” in which you first indicate your initial interest in applying for the company. Most companies now follow a two-step application process with “pre-entry” and a formal “entry.” Only through doing “pre-entry” will you receive information regarding the recruitment schedule and screening process of the company. It does not necessarily mean that you have committed to applying to the company. Therefore, we recommend doing “pre-entry” for all companies that you are initially interested in, whether or not you have decided on proceeding with the selection screening. “Pre-entry” for most companies in Japan is done through major job information sites such as Rikunabi or Mynavi. Once you have then submitted the application, oftentimes an Entry Sheet (ES), you will have then formally completed your “entry” to apply to the company and begin the screening process.

Entry Sheets (ES) are usually acquired in the following ways:

- (1) Registering for a personal “MyPage” account on the company’s homepage.
- (2) Received from the company by mail or e-mail.
- (3) Given to you during the company recruitment seminar to be submitted on the day of or at a later date.

Written exams and/or Web Tests are often a part of the screening process in general recruiting. Many exams exist, such as: SPI, GAB, CAB, SCOA, Uchida-Kraepelin psychodiagnostic test, TGWeb, etc. Depending on the company, you may be asked to take one of these tests or a company original one. If you are taking a Web Test on a computer, please be sure to check your computer settings beforehand as test settings may not be compatible.

In recent years, there has been an increase in improper conduct such as substitution of exam candidates in regards to taking these tests. As a result, more and more companies now conduct another written exam immediately prior to the final interview to check for discrepancies between scores. If they find major discrepancies between your scores, please be aware that you may then be dropped from further screening as a result.

In regards to interviews, depending on the company, multiple interviews may be conducted before a job offer is made. Therefore, please confirm beforehand the selection process of each company in managing your schedule.

* Companies may also contact you using an anonymous caller ID. Make sure to set your phone to be able to receive anonymous calls.

Once you have successfully passed all steps in the selection process, you will receive the job offer (called 「内定」 or 「内々決定」) from the company. Once you have received the job offer, make sure to report it to the Career Office through completing the *Job Confirmation Report*. Refer to p.70 (Confirming Your Career Choice) for more details.

When you receive the job offer and have accepted it either verbally or in writing, it becomes a legal commitment. Therefore, please think carefully of plans in job hunting before you give an answer to the company.

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

On-Campus Recruiting and General Recruiting

APU students have the privilege to undergo two types of recruiting: general recruiting and On-Campus Recruiting (OCR).

	On-Campus Recruiting (OCR)	General Recruiting
Features	<ul style="list-style-type: none"> ● Selection process exclusively for APU students. ● Reservation process to participate in these recruiting seminars is easier compared to attending seminars held in Tokyo, Osaka etc. ● No additional cost for travelling and accommodation as all sessions are held on campus. ● Since these recruiting seminars are held for small numbers of people, you can communicate with recruiters easily in the Q&A sessions, etc. ● If your application is accepted, the entire screening process until receiving the job offer may be shorter. 	<ul style="list-style-type: none"> ● You will have access to companies that may not visit APU for recruitment. ● 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 a lot of companies are located. ● You will need to register online to participate, either through the company homepage or through a recruitment information website (this can be difficult as open spots for more popular companies fill up very fast) ● You will need to find ways to work around your class schedule. ● The vast majority of companies don't cover transportation expenses except for the final round of the selection screening.
How to participate	<ul style="list-style-type: none"> ● Register via Campusmate Web. ※ Details about On-Campus Recruiting schedules are posted on Campus Terminal and Campusmate Web. 	<ul style="list-style-type: none"> ● Register via the company website or other job hunting information websites. ● Research open job postings online and apply directly to companies through their set application process (either by phone, e-mail or registering with job hunting sites).

Professional Code of Conduct for OCR

Companies participating in On-Campus Recruiting do so with the purpose of hiring specifically APU students. They see in you unique abilities that only APU students have, such as the potential to work on the international stage. Alongside those high expectations, companies take the time to participate in OCR as they have put great trust in the university as a whole. You then hold a unique advantage in job hunting through OCR, but you also hold great responsibility. How you conduct yourself has an impact on the level of relationship between companies and the university.

Unprofessional code of conduct such as numerous cancellations without prior notice, late arrivals, etc. damage the level of trust between companies and APU and may affect company participation in future OCR. Therefore, please be responsible and keep to a professional code of conduct so that OCR may continue in the future.

When Taking Part in OCR (Important!)

- Please be sure to contact the Career Office if you find out you are unable to attend an event after finishing registration. If it is before the event registration deadline, you may cancel your registration online via Campusmate Web yourself. However, once the deadline has passed, please contact the Career Office directly.
- Attend all OCR events in formal business attire unless otherwise specified.
- Once again, maintain a professional code of conduct. While these events are held at APU, they are not APU classes, but formal company events. Arrive at least 15 minutes before events begin, remove hats, scarves, and jackets before entering the room, keep your phone off, do not create absences without prior notice or bring food or drink to the event, etc.
- Please be advised that once you have received and accepted a job offer from a company, you will not be permitted to continue activities in OCR.

Flow of On-Campus Recruiting (Example)

On Campus Recruiting at APU includes two main types:

- one involving both seminars and interviews, referred to as Recruitment Seminar and Screening,
- other involving seminars only, referred to as Joint Company Research / Information Sessions which is sometimes called Job Fair @ APU.

Recruitment Seminar & Screening

Announcement made on
Campus Terminal & Campusmate Web

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

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

Event Registration

Check the details of seminars/programs on Campusmate and register. Pay attention to deadlines of applications and documents to be submitted.

Participation in the Recruitment Seminars

Seminars are held on APU campus.

※ Participate actively in the seminars of companies you are interested in.

Participation in the Screening Process (written exams, interviews, etc.)

Events are held on APU campus.

※ Some companies pre-screen students who can participate in the screening through Web Test, application documents, etc.

Job Offer

When you receive one, please report it to the Career Office by completing the *Job Confirmation Report*. Refer to (p.70) for details.

Joint Company Research Seminars Job Fair 2018 @ APU

Announcement made on
Campus Terminal & Campusmate Web

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

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

Event Registration

Check participating companies and register for the event.

Participation in the Joint Company Research Seminars / Information Sessions

Seminars are held on APU campus.

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

Participation in the Screening Process (written exams, interviews, etc.)

These general screening processes are usually held outside APU campus.

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

Job Offer

When you receive one, please report it to the Career Office by completing a *Job Confirmation Report*. Refer to (p.70) for details.

Job Hunting with General Recruiting

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

1. Applying on your own via a job information site

By registering with a job information site, you can search for jobs by industry, job type, etc. After finding a job you are interested in, you would need to 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 job information sites in Japan, posts the largest amount of information targeting new graduates. In addition to looking up companies and information of company recruitment seminars, students who register with this site also have access to a wealth of useful job hunting resources about self-assessment, Entry Sheets, 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 start-up companies. Provides information on the yearly job hunting schedule and allows registered students to do “entry” for companies and make reservations for company recruitment seminars. <https://job.mynavi.jp/2019/> (Japanese only)

Career +: Formerly known as the にっけいしゅうしょく 日経就職ナビ, Career+ (キャリアタス就活 キャリタス就活) 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 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 based on the features of the company that match your personal interests. There are job notices from a broad range of companies, from leading firms, NPOs and NGOs, to newly established companies. <https://www.wantedly.com>

Category Specific Job Information Sites

Mynavi Global Career: This website is 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 recruiting new graduates. <https://www.qnavi.jp/> (Japanese only)

Recruiter System: This is a selection process that some companies now use where the HR manager has young employees of the company contact candidates to set up individual meetings (usually from a blocked number, so be careful of your phone manners!). The young employees will then hold the meetings to get to know the candidate and to discuss more about the company. In some cases, you may not touch upon anything directly related to the hiring process. However, the impression that you leave will be passed on to HR and evaluated. Therefore, always bear in mind that even talking to a recruiter is considered part of the selection screening for job hunting.

2. Registering with a website that sends job offers from companies

This service allows registered users to upload a profile and register 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. Over, 1200 leading companies, from major to foreign firms and start-up companies, contact candidates they are interested in to attend special selection screenings and matching events. <http://offerbox.jp>

JOBRESS New Graduates: This candidate-matching site allows students to search for companies and vice versa. Companies send specific offers to students they are interested in and students can alternatively send their 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 held throughout the country.

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

Joint company information sessions provide opportunities for both students and companies to meet under one roof. One of the benefits for you in participating is learning more 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. Majority of students decide on companies they encounter during their job hunt. We recommend that you actively participate to give you a chance to expand your network and options.

Gosetsu.com: A website to search for the different events being held around Japan.

<https://www.gosetsu.com/2019/>

● Boston Career Forum

· One of the world's largest job fairs targeting Japanese-English bilingual candidates. Approximately 200 companies from different industries participate in this 3-day event and hold selection screenings. Several rounds of interviews are held and job offers may be given on the spot. It's not only held in Boston, but also held all over the world such as London, Sydney, and Tokyo.

● Tokyo Career Forum

· One of Japan's largest job fairs held in Tokyo twice a year, winter and summer, for bilingual candidates. This is highly recommended for students who had a late start to job hunting due to studying abroad or are pursuing a second round in the job hunting season. In addition to information sessions, you are able to meet with companies through interviews, seminars, and reception parties and have the opportunity to receive job offers.

● Gyakukyujin Festival

· The opposite version of a job fair. Students hold their own booths and wait for company managers and HR personnel to approach them for one-on-one interviews. If you match their criteria, they will then approach you to recruit you for their company.

Points of Caution:

- Some of the more unpopular companies with a high employee turnover rate are also present during these events, so do your company research beforehand and be aware of which company you are applying for.
- The selection screenings can be fast paced and lead to a job offer quickly. You may sometimes be required to give your decision straight away on whether or not to accept the job offer.
- Stay in control! Avoid being swept up by the job hunt in attending these events. Use the tools available to you wisely so you may join a company on your own terms and not theirs.

Career Office Support

We at the Career Office organize a variety of events to support students in their job hunt. Below is a list of the main events that we hold throughout the year. Please be aware that you need to complete your ***Desired Employment and Career Path Registration (DECPR)*** on Campusmate to be able to view and register for these events. The next few pages will include how to use Campusmate and register your DECPR. You may edit your status anytime your career plans changes. But please keep your status up-to-date so we may organize new events to further support you on your career path.

On-Campus Recruiting (OCR)

This is a unique system in APU where companies come to meet and specifically recruit APU students. Individual companies may come to hold recruitment seminars and selection screenings such as interviews and written exams. Other companies may join joint company research seminars/information sessions where you have the opportunity to learn more about what they do. There is greater hiring opportunity with these companies as they have taken the time and effort to come to APU, so we highly encourage you to fully utilize this system and participate. (refer back to p.7~8 for more details)

Joint Company Research Seminars/Joint Company Information Sessions

Numerous companies from various industries jointly hold recruitment seminars at the same time. The biggest merit of attending this event is that you will get to meet not just companies that you are interested in, but also learn about companies/industries that you have not known before. If you participate with an open mind, it allows you to discover new career options and opportunities for your future. (p.8)

Company Research Seminars

Before you actually start job hunting, arm yourself with the knowledge of the companies that you want to apply to through these seminars. Polish your Entry Sheet by learning how to conduct company research effectively and fully understanding the information that you have found.

On-Campus Recruiting Startup Guidance

Leading up to the start of On-Campus Recruiting in February, this guidance covers last-minute advice and information on how to make the best use of OCR. Many previous APU students have improved their job hunting performance and received job offers through OCR. However, there have been students who still struggled in it due to lack of preparation. Therefore, we will be helping you prepare by sharing the secrets to success in what companies are looking for. It is thus crucial that you attend this event.

Career Adviser Meeting (CA Meeting)

APU graduates currently actively working in their companies are invited back to APU as Career Advisers (CA) to share their job hunting and work experiences with you. It is a great opportunity to gain advice and create connections with the alumni for your own future.

キャリアカレ by SCA

Student Career Advisers (SCAs) organize a workshop/seminar/networking event for current students to learn about the necessary knowledge/skills they need for job hunting. SCAs are current senior students who have already completed job hunting and obtained job offers. The goal of this organization is to pass down their current knowledge and experiences to the next generation of job hunters so that the next generation may succeed in their own job hunting endeavors. This event provides an invaluable opportunity for you to get advice from your fellow peers and also network with other students.

Self-Assessment Seminar

Assessing yourself to understand who you are in order to decide your future. This is the crucial first step to job hunting as you need to organize your priorities and understand your personality so that you may know what options are out there for you. Once you have achieved that, you will be able to make wise decisions and take meaningful steps in job hunting.

How to Write Entry Sheets / rirekisho

For job hunting in Japan, the first thing that recruiters learn about you is through your Entry Sheet and/or りれきしよ履歴書 (a Japanese resume, hereafter referred to as “*rirekisho*”). What you write then decides whether or not you will proceed in the selection screening. This workshop then works to help you put into words how you stand out as a candidate. You will learn to identify your best skills and strengths and be able to present the best version of yourself in writing.

Group Discussion (GD) Strategies Seminar

In recent times, more companies are starting to use Group Discussions (GD) in their selection screenings. GDs are one of the hardest screenings to prepare for and one that a majority of students tend to be most worried about. Others assume that their experiences in class will have sufficiently prepared them for GDs, but that is not necessarily true. This seminar will provide important information on how to succeed in a GD and ways to enjoy that experience together with your fellow job hunters.

A Useful Guide to Interviews

The one thing that you cannot avoid in job hunting is interviews. Through this seminar, you will then learn about what an interviewer looks for and how you can prepare in advance. Work with your peers to prepare yourself and learn strategies to be able to speak with confidence during your interview.

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

Registering your *Desired Employment and Career Path Registration (DECPR)*

All students who are going to be building their careers are required to register their DECPR. Only through registering may you gain access to all the information about events available to you in APU to assist you in your career planning. Some events allow participation without prior registration if capacity allows, but not all events. Therefore, in order to ensure your space in the event, we highly recommend completing your DECPR.

To register, log in to Campusmate Web ⇒ select *Desired Employment and Career Path Registration* in the menu on the left ⇒ fill in the necessary details

Whenever you make changes to your career plans, we kindly request that you update your information on DECPR. That way, we may have a better idea of what career planning support you would like from us at the Career Office.

Campusmate Web

To support students in their job hunting, the Campusmate Web Job Hunting System is designed as an exclusive APU system that allows you to research career-related information at APU, inform us of your career plans, etc.

What you can do

(1) Register for On-Campus Recruiting and other events

We offer various events such as companies coming in for recruitment seminars / selection screenings, joint company research seminars, etc. You need to register by the event deadlines in order to be able to attend these events. If your schedule changes, you may cancel the reservation as long as it is before the deadline. Otherwise, you must inform the Career Office.

(2) Research internships

You can research internship opportunities that are offered by companies/organizations that have a relationship with APU or are offering opportunities for its students.

(3) Register and report your career plans

Before you start taking steps in preparing for your post-graduation career, you need to complete your *Desired Employment and Career Path Registration* (whether or not you are advancing to graduate school, finding employment, etc.) Once you have received and accepted a job offer, been accepted into a graduate school, etc., inform us by updating your status on your DECPR.

(4) Browse through past Job Hunting Reports

Read about the job hunting experiences of those students who came before you. You may find some important information on the selection processes of certain companies and what kind of questions are asked at interviews (for more information, see p.14).

How to log in

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



2. On the 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 the *Campusmate Web Manual* on the Career Office website by clicking "Career Events and Lectures" → "Guidance & Seminars" in the menu bar on the left.

Campusmate Web



Using Job Hunting Reports

Job Hunting Reports are records filled with valuable information on various company's recruitment processes left by past students who have finished job hunting. Insider information on the selection screenings, what kind of questions that appear on the written tests, what kind of questions that are asked in interviews, etc. is available for you to access to help you with your own job hunting.

Some records also include the student's contact information such as telephone numbers and e-mail addresses. As such, you can get in contact with them directly to request visits or ask for advice. We currently have 400 entries on record, so make good use of this resource!

Words of Caution:

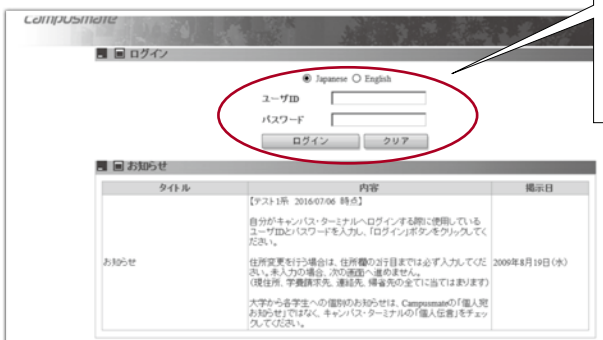
- The use of personal information for purposes other than job hunting is **strictly prohibited**.
- Sharing this information with friends and other third parties, both inside and outside APU, is **strictly prohibited**.

How to view Job Hunting Reports

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



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 language will switch to English.

3. Select "Job Hunting Report" in the menu on the left.

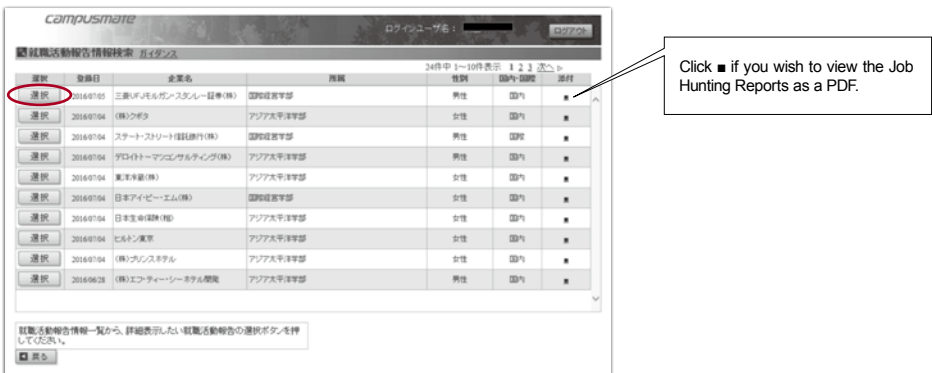


4. Enter your search terms and click "Search".

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. Job hunting information items matching your search terms will appear. Click "Select" to open the page with details of the company and the student who was selected.



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

7. Making good use of the Job Hunting Reports

II. Designing Your Future

Job Hunting Handbook 2019



Self-assessment

Carrying out a self-assessment is the first step in the whole job hunting process. A self-assessment allows you to think deeper about your personality and values. Your goal should be to identify career opportunities that fit YOU the best. In order to obtain a job offer from the company you have dreamt of, you will first need to know the inner you and the very things that bring out the best in you. Carrying out a self-assessment 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-assessment. The activity below is something you may try.

Work ① : A trip down memory lane (See p.19 - 20)

STEP 1: Write down your past experiences

Draw a motivation graph and write down your past experiences using the examples from Worksheet ①. As you write, reflect on “Why did I feel like that?” and “Why did I act like that?”. Talking with family members, friends, and those close to you about those periods that either raised or lowered your motivation will help you discover aspects about yourself that you would normally not have realized.

STEP 2: Write down what you discovered from your past experiences

After reflecting on your past, identifying in your interests, values and abilities. Which interests, values, abilities or skills do you think will benefit you during your job hunting? Which skills and aspirations do you intend to improve on? Being able to answer these questions will help you identify yourself much better.

STEP 3: Write these points into paragraph form to sell your application (自己PR)

Gather the points identified in STEP 1 and STEP 2 and use them to write something similar to a cover letter. In Japanese, this is called 自己PR (self promotion); you will often need to use this during your job hunting. When promoting yourself in writing, be sure to make a strong statement about yourself and give concrete examples and explanations. It will be easier for the reader to understand if you write using the order of ① **situation**, ② **what that made you think**, ③ **how you acted** and ④ **outcome/ results**.

You can include quotes, phrases, and sayings by famous people given that they apply to the point you are making. Use your personal experiences to elaborate such statements about YOU.

As you start writing your Entry Sheet (ES), make sure to list the most important experiences in your life, may they be positive or negative, including those that showcased your leadership skills or team spirit, any challenges you faced and how they helped you grow, etc. This list will help you organize the information you could provide in your ES for each different company.

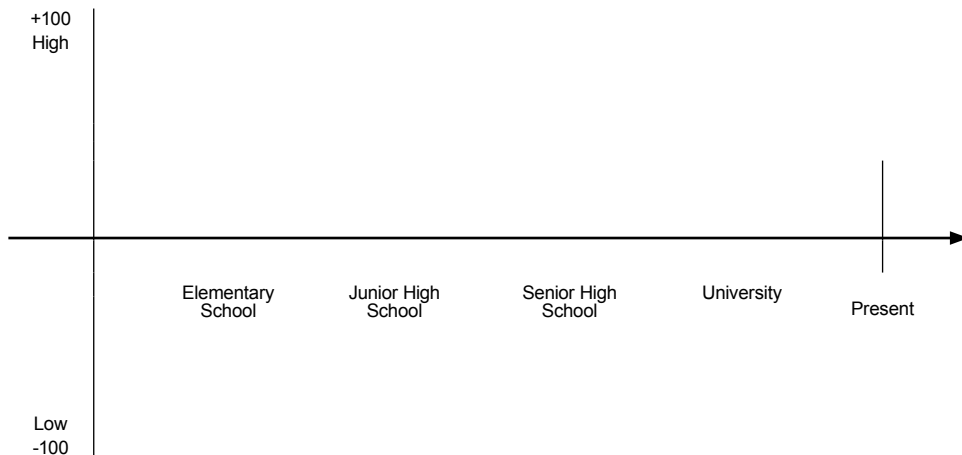
Carefully decide which experiences you wish to share with which company by considering how those particular experiences can contribute to a positive evaluation of you. Your goal is to convince the interviewer that you are the one for the job, hence it is very important that you carefully pick the relevant information from your past and the skills you have gained and polished throughout your university.

Worksheet ① A trip down memory lane

STEP 1

Let's look at your past experiences from different angles. 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 learning or experiencing anything new.

Complete the Motivation Graph below



Summarize your past and present experiences in the following table.

	Elementary school or younger	Junior high school and high 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 did you think about your future			

STEP 2

From the table in STEP 1, identify the interests, skills and values you have had since childhood, the activities you have been involved in, as well as those which changed significantly to 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 teamwork or being in groups, etc.

STEP 3

Let's be creative and use what we learned in STEP 1 and 2 to produce our 自己PR (self promotion). Write various versions for the different points that you want to express.

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を続けることを惜しみません (situation)。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 (what made you think)。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読み、海外ニュースを毎日見ることですリスニング力を鍛えました。毎日朝7時から夜23時まで授業外で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500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 (your actions)、今では英語でのディスカッションやレポート作成など、苦勞せずに行えるようになりました。 (results / outcome)

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 p. 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 tackle this step, first write down your career vision using examples from Worksheet ② on the next page.

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

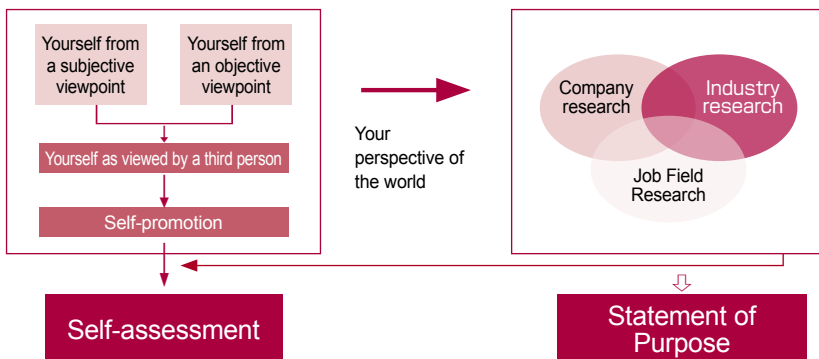
STEP 2: Write down your career vision: ○ years from now.

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

You should be starting to get a clearer picture of what it is that you need to do now to get closer to your future self. If there is anything that you can do now to achieve your vision, take appropriate action. Activities that you undertake will reflect well in your job applications and interviews as you will be able to say “I am putting effort in this now” or “I want to use these experiences towards developing my career”.

Using your Self-Assessment to formulate your ^{しほうどうき}志望動機 – (Statement of Purpose)

As shown in the diagram below, your self-assessment is the basis for your statement of purpose. To put it differently, if you haven't completed a thorough self-assessment, your statement of purpose will lack conviction. You choose to apply to a company because of who you are, therefore having a deep understanding of who you are, what motivates you, which connects to why you chose that company is crucial to your statement of purpose.



*Once you have written down your past experiences and career vision, it does not mean you have completed the work. 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.

- (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 well-reputed specialist.
- (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 doing in the process?

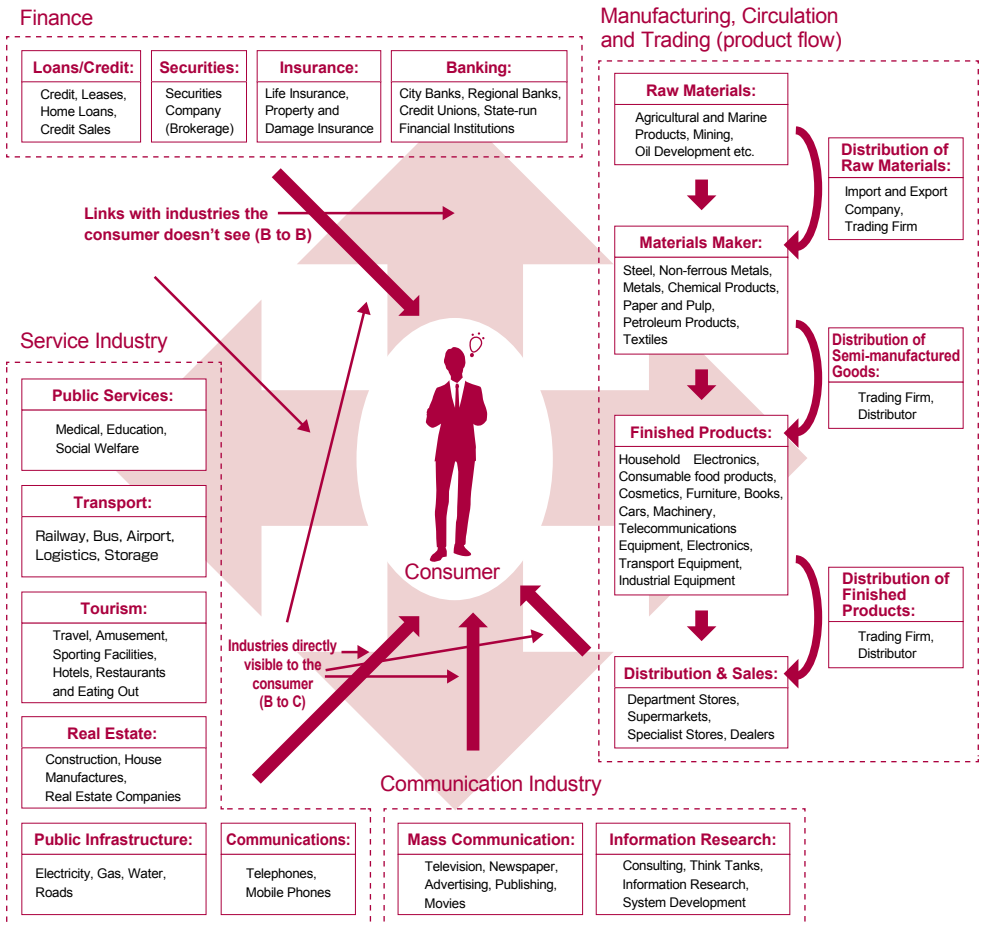
	Work (Student life) <ul style="list-style-type: none"> • Study • Improvement of skills • How to work, etc. 	Private life <ul style="list-style-type: none"> • Hobbies • Leisure time • Part-time job, etc.
Present		
() years later () years old		
() years later () years old		

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. Broadening 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. Doing 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?

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.

Business strategies change according to the type of customer. And if business strategies change, 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 substantial statement of purpose you will be able to produce.

3. How to Look at Companies

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 focuses on you - what do YOU want? What thoughts and standards are you going to have as you embark on finding a job that will let you grow and succeed as a member of society?

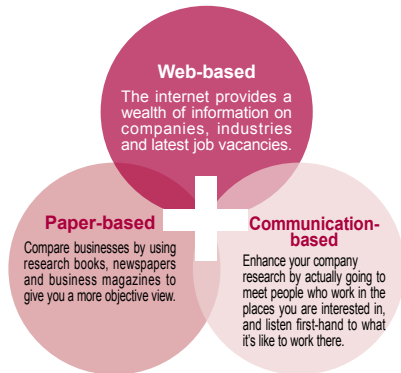
There are a lot of company and industry guides and rankings that are published. Use the following to make your company and industry research even more comprehensive.

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 for 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.



Be Smart when Gathering Information!

We often hear, "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, sales, etc. Think about "the future of the industry," "company rivals," and "working environment." This kind of information will give you material to write for your ES and talk about in your interview. Figure out what YOU are looking for in your job and make sure that it comes across when you are job hunting.

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. Refer to on p.13 (Using Campusmate Web).

(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, refer to p.32 (Information on Open Job Postings).

(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 kyaritasu

(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
eol	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. Refer to p.28 (Company Research through eol).
Nikkei BP Article Search Service	Full text versions of articles from approximately 40 journals from Nikkei BP, including their back numbers.
Nikkei Telecom 21	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.
JapanKnowledge Lib	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 exams, interviews, etc.

Examples of books:

Company/Industry 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), *Hishho 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 pamphlets aimed at students who are job hunting.

Use the Career Office Resource Room!

The Career Office stocks newspapers, business magazines, and a wealth of other materials pertinent to your job hunting activities in the Resource Room. There are also company pamphlets from over 1,000 companies, mainly those that have visited APU for On-Campus Recruiting, available for you to access. Many students in the midst of job hunting also gather in the Career Office to do research and consultations, hence, it provides the perfect opportunity for you to network with other fellow job hunters.

※ In order to allow equal access of resource materials to everyone, newspapers, business magazines, and written materials in the Resource Room may not be removed from office premises. Please be considerate and return the materials once you have finished with them.

3. Communication-based Research

(1) Company Information Sessions

Learn about a company directly from HR personnel and have the opportunity to do Q&A at the end.

(2) Career Design III Career Seminars, etc.

The *Career Design III* course in the APU curriculum features guest lectures from individuals working in the corporate sector, giving students opportunities to think about their own work styles and planning their careers. Furthermore, the Career Office organizes a wide range of career seminars, such as company research seminars, *Career Design College*, and *Self-Analysis Workshop*. Other job hunting seminars are also being held off campus by other organizations.

(3) Visiting firsthand

Check the products and services of companies that you are interested in by visiting the stores personally as customers. This is important particularly for B to C (business to customer) companies.

(4) Contacting Alumni

Contacting APU alumni is a great way to hear firsthand the reality of working and the job. Refer to p. 34 (Contacting Alumni) for more details.

Company Research through eol

Quick, simple and fast! Write a *Statement of Purpose* one rank above others!

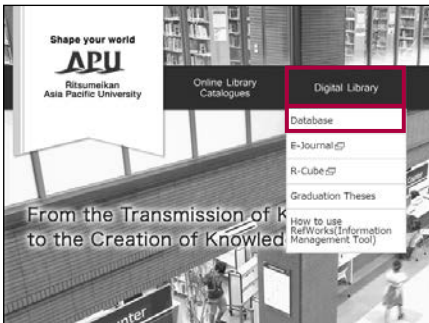
The *eol* database lets you search company information and financial statements of approximately 5,000 companies within Japan. These financial statements, also called company reports, are public documents produced by companies for external use. They offer an objective and reliable look into companies and how they are running. All APU students can access this multilingual *eol* database (available not only in Japanese, but also in English and Chinese). Compare the financial figures and information of competing companies and use this information to write a strong Statement of Purpose!

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

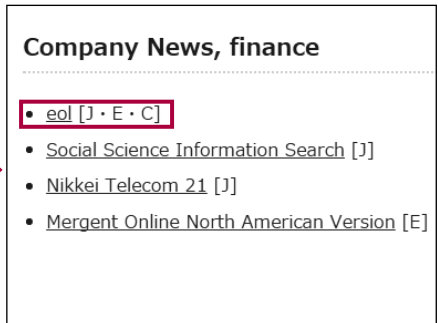
1. Accessing the eol Database

The *eol* database can be accessed via the APU Library website. From Campus Terminal, click on “Academic” → “Library” → “Digital Library” → “Database” → “*eol*”

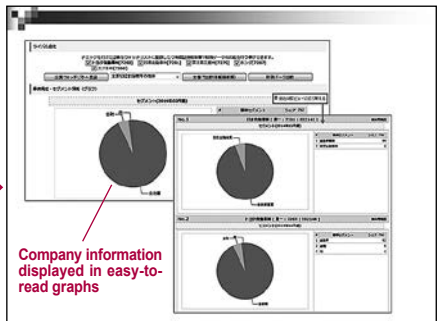
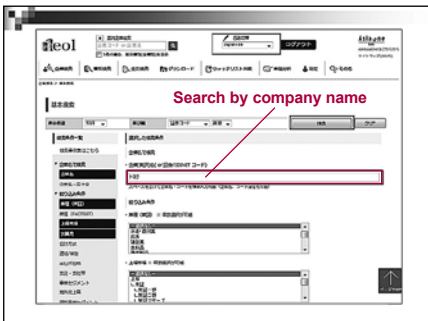
Log into the APU Library Website



Choose the database you want to access



2. Looking Up Company Information



Essential Points to Know

POINT 1

Understand basic accounting terms

- うりあげだか 売上高 (Sales) → Total amount of revenue made from sales over one year period.
- えいぎょうりえき 営業利益 (Operating Profit) → Profit made after deducting operating costs from revenue.
- えいぎょうりえきりつ 営業利益率 (Operating Profit Margin) → An indicator of how effectively the company is operating.
- とうきじゆんりえき 当期純利益 (Current Net Profit) → Final profit for the current year. Loss is shown in red with a △ key.

Amounts calculate foreign exchange gains, stock dividends, interest, and capital gains / 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 eo/ 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 to write a Statement of Purpose based on the above figures and information.

※ To find out more about the eo/ database, please attend one of the eo/ seminars hosted by the APU Library.

“Company Research Sheet” Example

Use the Company Research Sheet in your job hunting schedule book and start your research in your own styles.

企業名 Company name	
APU Corporation	
代表者氏名 Name of company representative	Ajia Ritsumei (President and CEO)
基本情報 Basic info	
創業年 Year founded: 社史 Founder, Company History in 2000 Listed in TSE First Section in 2010	売上高 (※事業別・地域別) Sales (*by business・by region) 株式区分 Division of stock 370 billions (domestic : foreign = 60% : 40%) TSE First Section
経営理念 Management philosophy Creating new possibilities for the future	業務内容 Business Content Manufacturing, processing and distribution of architectural and steel materials
求める人材像 Type of human resource needed People who have a cultural awareness and can act autonomously	
募集職種・条件 ※給与・勤務地等 Details on vacant positions *Salary, Location, etc. Position in Sales, starting monthly salary : 180,000 yens Tokyo, Osaka, 8 other locations in Asia	連絡先 ※採用担当者名、TEL・Eメール等 Contact info *person in charge of recruitment (Tel. Email.) Mr. Jumonji (HR Dept) 03-0000-0000
事業について About the business	
主力商品・サービス Product Manufacturer・Service provider Steel material for construction; aluminium materials; construction materials; ALC exterior walls, panels and planks *manufacturing is done in-house, so cost reduction on manufacturing, sales and some other logistics	
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. Businesses (Tiac Limited, Asa Manufacturing, Kejun Design, etc.)	
今後の事業方針 Vision・Mission・Future Policies To establish as a well-rooted company offering great construction materials in Asia Considering possibilities in infrastructure of large urban planning projects, drainage system, underground railways and highways	
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 Ranked third after TSRW Limited and FIR Corp. Strength: growth, international expansion (mainly in Southeast Asia) Weakness: progression within Japan as demand decreases. → Expectation on the future expansion in Asia	
その他 ※CSR、社会貢献、最近のニュース等 Other *CSR activities, recent updates, etc. Earthquake reconstruction support, childhood education support (building school in Laos), contributing to CO2 emission reduction, ISO14001 Certification, development of hybrid materials better adapted to new global conditions	

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.

Many employees in their 20's and 30's; a place where new employees can also be active and contribute; work to be done in teams of 3-5 persons; new employees partnered with a mentor; open work environment; many cases of new employees being in charge of new projects

Turnover rate after 3 years of employment: 40% ← perhaps to get a higher position?

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.

Independently and proactively thinking and behaving; clearly stating own opinions; depending on position, working at the company or doing rounds outside

採用選考スケジュール Schedule for recruitment and screening

1 応募締切日 Deadline for applications	March 3 rd , 18:00	5 1次選考 (GD) First selection (GD)	June 1 st , from 10:30 @ Osaka Branch Office
2 企業説明会 Company info session	March 4 th , from 10:00 @ Asahi Building (Osaka)	6 2次選考 (個人面接) Individual Interview	June 3 rd , 15:00 @ HQ
3 ES 締切日	April 15 th , 18:00	7 最終選考 (個人面接) Last step: Interview	June 4 th , 11:00 @ HQ
4 筆記試験 Written exam	May 14 th , from 10:00 @ Asahi Building (Osaka)	8	

✕モ Other important info

meeting with an alumnus : Mr. Taro Beppu / International Sales Dept on March 22nd

Set up a new office in Ho Chi Minh, Vietnam last year. Fast-paced work environment where employees are highly motivated

The atmosphere changes depending on the position, may not match every person.

(One can ask to be in a certain role from the second or third year of employment)

Turnover rate: as this is a young company, there were many people leaving in the early stage. Currently the number of years of continuous service is increasing; there are many people in their 40's or 50's.

Rotation of job every 3-5 years; best work environment for those who like challenges

When work is related to international affairs, have to work a lot of overtime to match the business over there

Many business trips abroad; physical and mental coping skills needed

The Company Research Sheet can be downloaded from the Career Office's website

Internships

Doing internships is a great way to gain professional work experience while you are still a student. Not only that, you get the opportunity to learn about what it means to be responsible for a company/business, what the work environment is like, what skills are necessary to succeed in the workplace, and what type of job suits you best. It provides an invaluable opportunity for you to further your knowledge in planning your future career. Take the initiative in searching for interesting internships while you are a student so you may see what options are out there for you along with building your professional experiences!

Types of Internships

The internships that you will be able to participate in before job hunting gets officially underway are those held from February to March, 2019. In general, an internship lasts from between one to two weeks. Students may arrange for their own internships (*Independently-arranged Internships*) or apply for internships through APU (*Contract-type Internships*). Research the options available to you and find an internship that best suits your needs. Check the Career Office website for more details and also the *Internship Handbook* for more information (available at the Career Office).

① Contract-type Internships

These are internships in which the company/organization have signed a memorandum of understanding with APU and the application process is done through the university. If you fulfill certain conditions, you may also apply to receive course credits for the internship. The list of the available internships will be published on Campusmate Web and distributed during the Internship Guidance.

② Independently-arranged Internships

These are internships that students research and apply for on their own. For participating in the internship, you need to submit an *Internship Notification Form* before attending, and an *Internship Report Slip* after completing the internship to the Career Office.

③ 1-Day Internship

This is a one day long mini-internship that has become more common due to the rising trend of internships in Japan. It can take a variety of formats, including workshops, lectures, and workplace visits. Use this internship to gain more information about a specific industry/company, or see for yourself the workplace environment of the industry/company.

※ Companies also use internships that provide professional working experience as a tool for recruiting future candidates for hire. They gauge your genuine attitude towards their company/organization by your performance during the internship. Based on your performance, you may gain an advantage later on in your application if you were to apply for the company afterwards. Therefore, maintain your professionalism and always treat internships as if you were being considered for hire later on.

Information on Open Job Postings

An “open job posting” is one of the ways a company informs students that they are in the process of recruiting new employees. Companies that put out open job postings then carry out a selection process for the students that applied. APU students can check open job postings made specifically for APU students as well as others that are shared with Ritsumeikan University.

Open Job Postings Posted at APU

All of the open job postings that come to APU can be viewed via Career+ UC, a DISCO Inc. operated open job posting search system for students. Please look at the following diagrams for how to make a login ID and password for this website.

Career+ UC – Ritsumeikan Asia Pacific University



Jointly Shared Information on Open Job Postings

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

CAMPUS WEB (RU) Login Page



※ 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 talk with alumni of your university or affiliated universities. 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 are working at a company of your target business or industry. They can give you advice and first-hand insights that cannot be found in any pamphlet or information session. They can also give you general job hunting advice and share their experience with you. Use the APU and Ritsumeikan alumni networks to your advantage during job hunting. It usually requires some effort to find alumni working in your field of interest. Here are some tips on searching for alumni. Please be advised that some companies do not answer enquiries related to alumni contacts. Make sure you check their website before reaching 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 "Alumni Database" website of the APU Student & Alumni Association (<http://www.alumni.apu.ac.jp/>), find alumni using the "Member Search function."
- 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 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 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 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

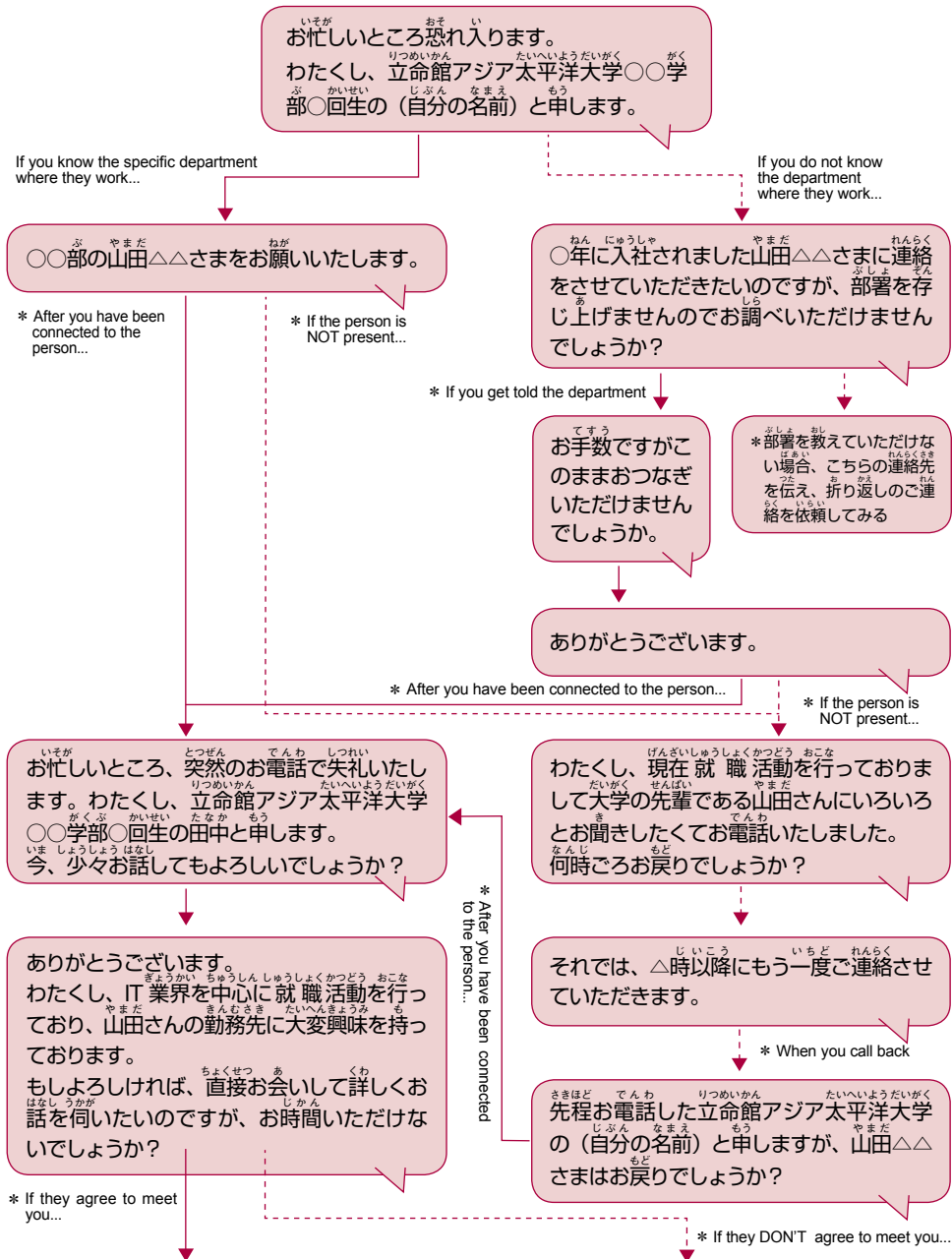
- Never be late. Always be sure to be ready 15 minutes earlier than the appointed time.
- Don't ramble or get sidetracked. Keep your questions short and take notes on the answers and feedback you receive.
- Keep the meeting formal and don't act too casual or friendly. Approach these visits as a professional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

4. Express Your Gratitude to Alumni for Their Information and Time

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

Telephoning Alumni

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



II

* 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。
念のために、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 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 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 is placed. In this case, state your name and contact details and ask for the alumni 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, 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。

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。
 先輩方のご意見を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

32 to 35 characters per line

Thanking Alumni for a Meeting

Always send a thank-you letter to the alumni 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.

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した。

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.

Using the Alumni Database

In being an APU student, your professional network expands to all APU alumni through the alumni association. Therefore, as you do company research and prepare for interviews, you can search for and contact alumni to gain inside information of the company, advice on interviews, etc. Get in contact through the Alumni Database on the APU Alumni website (<http://www.alumni.apu.ac.jp/>). However, you may only get in contact with the alumni who have registered their information on the database. Furthermore, the alumni may not reply right away, so start contacting alumni well in advance, particularly if you hope to make an appointment to visit them.

More information is available on the Career Office website by clicking under “Job Hunting Guide” in the menu on the left and then selecting “Contacting Alumni.” You can also refer to the APU website by selecting “About APU” → “Alumni and Parents’ Association”

Accessing the Alumni database

1. After moving to Alumni Website, click “Alumni Database”



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



3. Enter a username in English or Japanese (required)

4. Make sure all information is correct.

5. Click "Update Profile"

6. Select "Member Search / Mail"

7. Enter your search terms, then click "Search"

立命 花子さんの登録内容変更

ニックネーム(英語) 公開

ニックネーム(日本語) 公開

氏名 (フリガナ) 公開 非公開

(英字) 公開 非公開

変更完了

登録内容を変更しました。

校友検索

ニックネーム 部分一致、全半角の区別なしで検索します。

学生時氏名

学部・研究科

性別

院科

ゼミ研究家

入学年

卒業年

現住所 都道府県/市/区

国

郵便先

メールアドレス

パスワード

III. To Succeed in the Screening Process

Job Hunting Handbook 2019



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 rekisho]

- 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

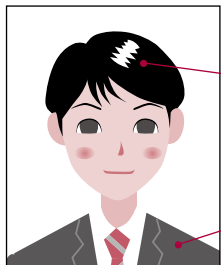
Do not shape history to make your own contribution look more than it was.

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



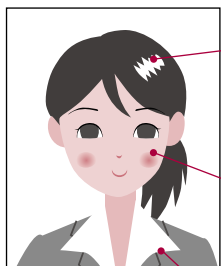
[For Men]

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	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	オ オ イ タ ケ ン ベ ッ シ ュ ヨ 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	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	通 格 先 手	
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 (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)

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 〇〇〇点			
2017	10	TOEIC 〇〇〇点			

Students who have done 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 specific experiences so that you will be able to have a lively conversation with the interviewers.

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

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)

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

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

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

Relevant Skill

<p>Language</p> <p>Indonesian – Native</p> <p>English – Advanced (TOEIC 880/990 – Dec 2015)</p> <p>Japanese – Business (JLPT N1 – Dec 2015)</p> <p>IT</p> <p>Microsoft Office</p> <p>Adobe software</p> <p>References upon request</p>	<p>Other Skills</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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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

Write the date you will be posting the letter.

平成〇年△月□日

You can add a simple personal statement.

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

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

〒×××-××××
大阪府××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

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

Written Examinations – Start Preparations Today–

While it has been said that companies employ people based “chiefly on their personal character,” the second most important thing that companies look at is your results on written exams and/or aptitude tests. Companies are not just looking at your academic ability or deviation scores, you will be also judged on your overall basic knowledge, common sense, analytical ability, and perceptiveness to see if you have potential to be a top personnel in their company.

For this reason, written exams are usually held in the earlier stages of the selection screening. Regardless of how high you have set your sights on a particular company, you may not even make it to the interview stage if you do not pass the written exams. Furthermore, as job hunting starts in earnest, you will be busy writing your rirekisho and ES, so you need to plan out your schedule to allow time for studying. Results vary greatly between students who have or haven't prepared in advance using the relevant materials and there is nothing as disappointing as failing at the written exam stage of a company due to lack of preparation. Therefore, prepare well in advance.

**Once again, in recent years, there has been an increase in improper conduct such as substitution of exam candidates in regards to taking these tests. As a result, more and more companies now conduct another written exam immediately prior to the final interview to check for discrepancies between scores. If they find major discrepancies between your scores, please be aware that you may then be dropped from further screening as a result.

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, etc. 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.

[Bloomberg Aptitude Test]

The BAT is an aptitude test developed by the Bloomberg Institute, an educational division of Bloomberg L.P. 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 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 (Statement of Purpose). It is important to get 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 when you take the tests so you don't want to leave it until the last minute. 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. It mainly tests language, math, logical thinking, English and general awareness and would require more specific preparations than the SPI.

2. Preparing for a Written Exam

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

(1) Understand your current level

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!

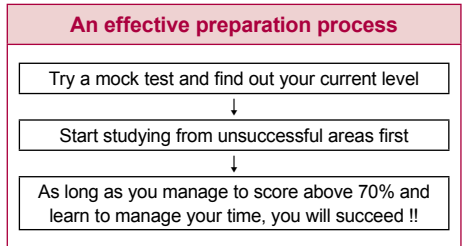
There is also an SPI preparation course and mock exam you can apply for at the APU CO-OP book counter. CO-OP members can purchase books at a discounted price so please take advantage of this service.

(2) Do a lot of timed practice exams

One of the main points to remember when taking the SPI or a 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 liberal arts students seem to have problems with the mathematics section. Therefore, you need to put more effort in the sections you are weakest at.

(3) Starting early is the best preparation for written exams

Once the selection process is underway, you will be busy writing and submitting *irekisho* and ES. Preparing for written exams early on will relieve some of the stress and give you more confidence as you proceed throughout the selection process.



3. English Learning

With more and more companies expanding their businesses globally, English language skills play a significant role as an essential tool of communication. The requirements differ by industry and job type, but having advanced communication skills will certainly open up more career opportunities on a global scale. Having an impressive English language proficiency test score (TOEIC, TOEFL, etc.) will provide evidence of your proficiency and help you stand out among the other candidates. Particularly for international students, if English is not your native language, it will still be best to have these test scores as proof of your proficiency. In Japan, 600 or higher TOEIC score is expected for new graduates, while better paying jobs and favorable career advancement opportunities will require 750 or higher. You may also be exempted from the English test screening during the selection screening if you possess a good English language proficiency test score.

Improving language test scores requires time and effort. Therefore, start preparing as soon as possible and aim to have the highest possible test score before job hunting begins.

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

4. Japanese Learning

In order to work for companies in Japan and/or Japanese companies located abroad, for international students, demonstrating your Japanese language proficiency is the first hurdle that you must overcome. The most common Japanese languages proficiency test is the JLPT (Japanese Language Proficiency Test) that most companies recognize. You must pass at least the JLPT N2, or ideally, N1, to open up more career opportunities and be able to thrive within the company.

Interviews and Group Discussions

1. What are Interviews?

An interview is where the company is meeting the candidate for the first time. For an applicant, it's their first step into working society in seeing whether a company is right for them or not. For companies, it's an opportunity to gauge the applicants on whether or not the person would be right for the company. While the time is short, it's a crucial period of time for both parties to get to know each other.

2. Leading up to an interview

(From registration until you leave the building)

① At Reception

You start being evaluated the moment you enter the building. At the reception, state your name, major, university, and that you are there for an interview. Speak clearly and show your eager attitude. However, also be mindful of your manners so you may leave a good impression.



② In the Waiting Area

While you wait, display your professionalism and avoid talking to others in a loud voice. Use the time to quietly go over your interview answers such as your reason for applying to a company, etc.

③ Entering the Interview Room

Knock on the door three times and enter quietly once you have heard a reply. Maintain a straight posture and once you enter the doorway, say 「失礼します」. Shut the door afterward and face the interviewers again to give a bow.

④ Introducing Yourself



Stand beside the chair (in Japan, the top senior authority sits furthest from the door, so you, as the youngest, need to sit closest to the door. If given the choice of where to sit, choose the seat closest to the door you entered) and greet the interviewers with a quick self-introduction (university, major, and name) and 「よろしくお願ひします」. If you are carrying a bag, place it beside the chair before introducing yourself.

⑤ Sitting Down

Wait until the interviewer asks you to take a seat with 「お掛けください」. Once you have been invited to sit, say 「失礼します」 before sitting. Maintain a straight posture and keep your hands on your knees. In Japanese society, males can sit with their legs slightly apart but females should sit with their knees together (?).



⑥ Leaving the Interview Room

After the interview is over, stand beside your chair and give your thanks with 「ありがとうございました」 and bow (remember to smile!). When you reach the door, face the interviewers again and say a final 「失礼します」 and bow before quietly leaving the room. You cannot relax just yet until you leave the building. As you leave, remember to thank the receptionist as well with 「ありがとうございました」.

3. What will I get asked during the interview?

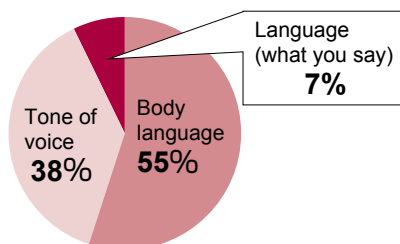
The two main things that a company wants to clarify during an interview are: ① why do you want to work for them and ② what kind of person you are.

In order to be able to answer these questions effectively, you need to have completed thorough research into the company / industry and also conducted a deep self-assessment. 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ですか？
<small>へいしゃ しぼう りゆう なん</small> |
| ◆ Tell us about yourself / why should we hire you? | ◆ 自己PRをしてください。
<small>じこ</small> |
| ◆ What are your strengths and weaknesses? | ◆ あなたの長所と短所を教えてください。
<small>ちようしょ たんしょ おし</small> |
| ◆ 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？
<small>だいがくじだい がんば</small> |
| ◆ 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？
<small>いま じんせい いちばんつら</small> |
| ◆ Give an example of a current affairs that concerns you. | ◆ 最近気になる時事問題を挙げてください。
<small>さいきん き じ じ もんだい あ</small> |
| ◆ What 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。
<small>ねんご おし</small> |
| ◆ What type of a university is APU? | ◆ APUとはどのような大学ですか？
<small>だいがく</small> |
| ◆ Why did you choose to study at APU? | ◆ なぜAPUを選んで入学したのですか？
<small>えら にゅうがく</small> |

Overselling yourself or sucking up will not lead to good results. The key to success is being able to keep the conversation going and selling the “true you”.



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

* Even though you need to be yourself in selling the “true you,” you still have to make a good first impression in the time allotted. According to the Mehrabian Rule, 90% of a first impression is through tone of voice and body language. Your attitude and how you are dressed are therefore very important but is not the key to a successful interview. Based on how you answer the questions in conveying your communication skills, proactiveness, character, motivation, etc. will thus influence the outcome of the interview. Being able to balance all aspects when selling yourself will increase your chances of passing the interview.

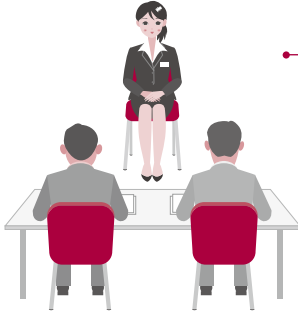
4. Interviewing Etiquette

1. Before the interview: Make sure to double-check where you are going and how you are getting there. Give yourself extra time to arrive before the start of the interview. Being late to an interview is unacceptable. If due to some unforeseen circumstances you are going to be late, you must contact the company to explain why you will be late and an estimated time of arrival. Even if you decide not to undergo the interview, you must contact the company beforehand. This is a matter of professionalism as failure to do so will leave a bad impression on the university, which would also affect other students and alumni affiliated with the university.
2. At the interview venue: The interview starts from the moment you enter the building and only ends once you leave the building. Your professional behavior will be constantly be checked by company staff so make sure to always be polite and mindful of your actions.
3. During the interview: There is a saying that you always start and end with a greeting. The first impression that you leave with the first greeting often decides the outcome of the interview. Being able to give a greeting with energy, giving clear answers while looking at the interviewer straight at the eye, etc. will thus leave a positive impression. Being nervous is a given, and you will make mistakes and stumble, so allowing yourself to calm down with a 「すみません」 to the interviewers and then focusing on conveying what you want to say will help you overcome.
4. After the interview: Do not lose focus and maintain your professionalism until you reach the nearest station. Do not go straight outside and light a cigarette or get on your phone to talk with friends as you may still be noticed by the company then as well.

Advice from APU alumni

[Interviewing Tips]	[Preparing for an Interview]
<ul style="list-style-type: none"> ● Don't ever be late. ● 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. ● Emphasize and expand on the keywords and main points you have made in your rirekisho and ES. ● Act naturally. Look at the other person in the eyes when talking. Smile. Be mindful of the volume of your voice. And most of all, be confident. ● Try not to talk too fast. ● Give clear responses to questions. 	<ul style="list-style-type: none"> ● Practice answers in front of someone to make sure you aren't talking for too long and that you are easy to understand. ● Read your rirekisho and Entry Sheets out loud over and over again. ● Start your answer by stating the take-aways. ● Study and practice your Japanese so you can use polite and honorific terms correctly and naturally.

5. Types of Interviews



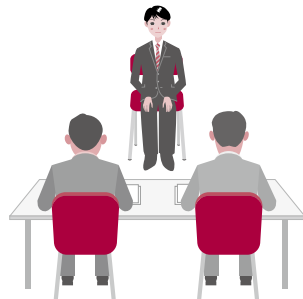
The most common interview used to learn more about an individual. Practice your answers beforehand in regards to your reasons for applying to a company, what your strengths/weaknesses are, etc., so you may answer with ease and confidence when it comes up in the interview itself.

A group of applicants is placed together and each take turns to answer the same questions. The purpose of this type of interview is to compare applicants against each other. Therefore, you do not receive much time to talk. It's ok if you have the same answer as your fellow applicant as long as you are able to still stand out as an individual. How you behave while others are talking is also important and judged! Therefore, stay focused even when others are speaking during the interview.



A group of applicants is assigned a set topic to discuss over an allotted period of time. You are judged on whether or not you are fit for the company based on how much you contribute to the group, your communication skills, your level of proactiveness, etc.

You give a presentation in front of interviewers based on a pre-set topic that you receive on the day of or prior. You are judged based on your problem analysis, logic, presentation skills, etc.



Similar to individual interviews but through video calls such as Skype. They eliminate transportation and accommodation costs in allowing the interviewer to see the applicant's face even if they are far away. As the location for the calls is not set, they usually occur at home. However, prior preparations are crucial in order for the interview to go smoothly, such as creating a quiet environment, checking your internet signal, etc.

[What are Group Discussions?]

Group discussion is a type of interview in which a group of students is set a topic to discuss and have to reach a conclusion within a set period of time. What companies look out for here is your "interpersonal skills" such as cooperativeness, leadership skills, communication abilities, as well as "individual skills" such as logical thinking and level of knowledge. Through observing your actions within a group, a company will pick out which applicants they would then want to work with.

(1) What are "interpersonal skills"?

- ◆ able to listen to and accept other's opinions (particularly those that do not match your own)
 - ◆ refrain from making statements that are personal attacks on another person such as their character
 - ◆ able to take leadership in a situation when needed
 - ◆ able to build open communication, particularly with people that you are meeting for the first time
 - ◆ able to use proper honorific language
- (these skills come into play in your everyday life, such as when you are interacting with friends, family, classmates, professors, coworkers/customers at your part-time job/internships, etc.)

(2) What are "personal skills"?

- ◆ knowledgeable about general economics and business management
 - ◆ able to apply your university studies in real-life situations
 - ◆ can bring your individual ideas to any situation
 - ◆ able to structure your thoughts and arguments logically
 - ◆ able to understand and accommodate between differing opinions
 - ◆ able to identify challenges/issues and problem-solve
- (these skills are developed from thinking critically on the information you receive such as through books, news, magazines, etc. Always question and strive to learn more!)

Advice from APU alumni

[Group Discussion Advice]

- Make sure the 'objective' of the discussion is clear.
- Figure out your 'role' in the group and be flexible.
- 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 to include them in the discussion.
- Share your knowledge with the entire group.
- Each group discussion is a once in a lifetime experience. Try to 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 to 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 to break the ice before discussion begins.

[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.

Attire	Despite it being at home, it is still an interview. Take care of your appearance and dress in formal business attire.
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 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), won't 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. Therefore, when you step out into the working world you will need to follow its business rules and etiquette. 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. Only leave the bottom button 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 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 type.

Shoe Types



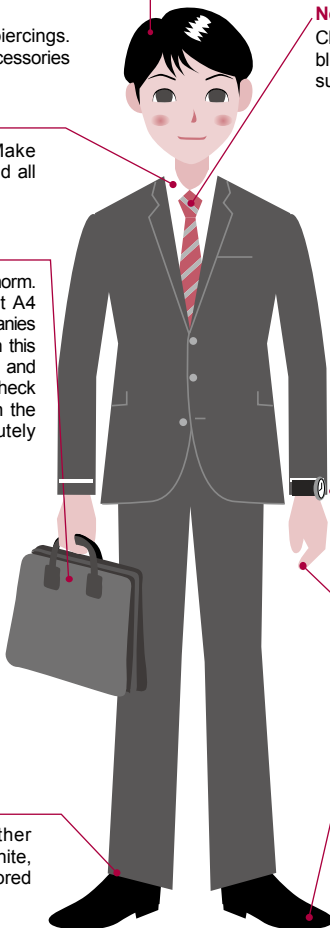
Plain Toe

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]

- It might be a good idea to choose your clothes depending on the industry or company you are applying to. If you get a chance to speak with an alumni, take the opportunity to ask for advice on clothing and appearance.
- It shows on your face when you don't get enough sleep. Follow a good regime and keep up with a good lifestyle routine to ensure you look 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 take off.



Hair

Natural color, no messy hair in your face. Long hair should be tied back. Avoid unnatural or too unique hairstyles.

Makeup

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 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 colors.

Bag

Choose a bag that matches your suit and that also fits A4 documents. Make sure it is clean, and that it doesn't have a big brand logo.

Stockings

Skin colored. Have a spare pair with you in case of any unforeseen situations.

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 verbs (言う・聞く・行く・来る・見る・する・もらう・食べる)

Standard Verb	× Incorrect Usage	○ Correct Usage
言う	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。
見る	資料を拝見させていただきます。	資料を拝見しました。
言う	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
もらう	先日○○さんにおっしゃっていた件ですが・・・	先日○○さんから話していただいた件ですが・・・
する	OBの○○課長様からの紹介でお電話致します。	OBの○○課長からご紹介いただきお電話を致します。
行く	はい、では11時に伺わせていただきます。	はい、では11時に伺います。
もらう	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います。
食べる	お茶をいただきさせていただきます。	お茶を頂戴致します。
言う	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. Common mistakes to avoid !

Example		Additional comments
次は、英検の2級に挑戦します。	×	略語はNG。「英字検定」など正式名称で。 Do not use acronyms nor slang.
今度、TOEICに挑戦します。	○	you may use acronyms that are commonly known.
その合宿は普通に楽しかったです。	×	普通に (学生言葉) colloquial word
その合宿は結構楽しかったです。	○	
職種や勤務地は人事の○○さんと伺いました。	×	とか (学生言葉・複数を意味) Colloquial word connoting pluralism
職種や勤務地は人事の○○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 You would use this expression to ask the other person to do you a favour.
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 Be careful of redundant expression
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然大丈夫です。	×	誤用 「全然」は否定的な表現に使うのが一般的。 Wrongly used as 「全然」 is generally used with a negation.
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。 Do not use acronyms nor slang.
携帯電話をお願いします。	○	
すごく印象に残りました。	×	誤用 「すごく」 is wrongly used in this case.
とても印象に残りました。	○	「大変」でもよい。 May also use 「大変」
パンフレットみたいなのを拝見すると	×	あいまいな言葉 Unclear expression
パンフレットを拝見すると	○	「みたいな」は不要。 No need to say “みたいな”

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. Start practicing the use of polite language and make sure to show respect to the people and their time used to review your resume and interview 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 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 「ちょうだいします」 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

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

(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 again could annoy 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 alumni refer to p.35 and p.36 (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.

E-mail Protocol

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

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

(1) Make the subject of the e-mail clear

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

(2) Keep it short & simple

When writing e-mails 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 e-mail. Aim to keep your e-mails 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

If you wish to request for a rescheduling of the interview:

件名：面接日程変更のお願い

〇〇株式会社
△△部 □□様

お世話になっております。
立命館アジア太平洋大学〇〇学部の〇〇と申します。

面接日時のご連絡をいただき、誠にありがとうございます。

実は、大変申し訳ございませんが、〇月〇日は卒業論文の中間発表(中間試験/期末試験)に

出席しなければならず、貴社にお伺いすることができません。

勝手なお願いで大変恐縮ではございますが、もし可能でしたら、

〇月〇日以降にあらためて面接を受けさせていただけないでしょうか。

お手数をおかけしまして、大変申し訳ございません。

何卒、よろしくお願ひ申し上げます。

(署名)

If you wish to request for more time in order to respond to their job offer:

件名：内定承諾期限に関するご相談

〇〇株式会社
△△部 □□様

お世話になっております。

先日、面接を受けさせていただきました立命館アジア太平洋大学の△△です。

この度は、内定のご連絡をいただきまして、誠にありがとうございます。

このような結果をいただくことができ、非常に嬉しく、光栄に思っています。

入社のお返事ですが、しばらく猶予をいただきたいと思いご連絡致しました。

実は、他社からも面接の連絡をいただいているため、そちらの話も聞いてみてから判断したいと考えております。

もちろん貴社にも大変魅力を感じておりますが、一生を左右することですので、慎重に決定したいと考えています。

内定をいただいたにもかかわらずまことに恐縮ですが、
返答を〇月〇日までお待ちいただくことは可能でしょうか。

こちらの一方的な都合で大変恐縮ではございますが、
ご理解のほど、何卒よろしくお願ひ申し上げます。

(署名)

Example of writing a specific date until which you wish to request for more time, before you can confirm your response.

Points to note when communicating by e-mail

Check your e-mail account on a regular basis to avoid missing out any valuable information. During your job hunting, you will receive many e-mails containing important information from companies, job hunting websites or the Career Office. When sending e-mails, in line with general principles of etiquette, you should state the subject and the name of the party you are sending to. In addition to these, include your student ID when contacting offices within APU.

Protocol for Letters, Postcards and Envelopes

While it has become the norm to use e-mail to contact people, there are times when a hand written letter or postcard can make a better impression. It can be an effective way of getting across your feelings. Learn the basics of writing a letter or postcard in Japanese so you can use it to your advantage in selling yourself to a potential employer during your job hunt.

Sample of Letter Writing

Opening Words
 拝啓○○○の候、貴社益々ご清栄のこととお喜び申し上げます。
 本日は突然お手紙を差し上げまして失礼いたします。

Seasonal Greeting
 現在、転職活動をしておりますが、企業研究を進めていく中で、御社が推進されております○○○の業務に關しまして、大変興味を持ちました。つきましては、是非もっと詳しい内容を伺いたく、御社を訪問させていただき、お話を聞かせたいと存じます。

Main Body
 ご多忙の折、勝手を申し上げまして誠に恐縮ではございますが、右の件、何卒よろしくお願ひ申し上げます。

Closing Words
 敬具

Date and Signature
 平成○○年○○月○○日
 立命館アジア太平洋大学○○学部 亜細亜 リフオ
 〒○○○-○○○○-○○○○ 県○○市○○町△丁目□番□号
 ○○○-○○○-△△△△-□□□□

Introductory Paragraph

Callout 1: If you are not writing to a particular person, use 「御中」

Callout 2: If you have never met the person before use this example: If you have met them before write a greeting that expresses your gratitude for them meeting with you.

Opening Words

「拝啓」「謹啓」or are used when writing a formal letter or when writing to someone for the first time.

「前略」「急啓」or are used when a letter is more informal or if you don't have much time.

前略 literally means that you will be omitting the preliminary greeting.

Seasonal Greeting

Most formal letters will begin with a seasonal greeting such as 初秋の候 (The beginning of Autumn has arrived). If the opening words of your letter are either 「前略」 or 「急啓」 it is acceptable to omit a seasonal greeting.

Closing Words

If you have used 「拝啓」 or 「謹啓」 as the opening words of your letter use 「敬具」 or 「敬白」 or 「謹白」 to close it.

If you have used 「前略」 or 「急啓」 as the opening words of your letter use 「草々」 to close it.

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

Start the main paragraph on a new line. Start with a lead-in word such as 「拜啓」 or 「敬具」 or 「お世話です」.

Write your name and address (starting with your address) on the right hand side.

〒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

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

Writing Envelopes

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 types of documents 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
あしあ 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. Confirming Your Career Choice

Job Hunting Handbook 2019



Signing the 内定承諾書・入社誓約書 (letter of acceptance of job offer)

There are certain companies that will ask you to submit a 内定承諾書 or 入社誓約書 after making you a job offer. These documents are basically a signed promise from you that you will accept the job offer to become an employee. While it technically does not have any legally binding power, these are not documents that should be treated lightly. In the event that you are unsure of how to respond or are faced with trouble such as deciding to drop out after signing the papers, please consult with the Career Office. Otherwise, if you are set on this company, then send the documents without delay.

In the event of multiple job offers

Even if you have received multiple job offers, at the end of the day, you may only accept one. For a company, having someone turn down their job offer is often seen as a considerable disappointment, so only turn down a company if you absolutely have to and take care in your dealings with the companies. Furthermore, be aware of the time constraints and deadlines for responses so be sure to keep track of when you have to respond back to a company.

Reporting your job hunting activities

Your job hunting record after you finish job hunting is your legacy to for the students who come after you. Please be sure to then fill in and submit a Job Hunting Report, which will then be made available for other students to see on Campusmate Web (refer to p. 14).

Pursuing other career paths

If you decide to pursue other career paths such as applying for graduate schools or a technical school, working in your family business, preparing for certifications, etc., please notify the Career Office.

Who to notify of your job offer and giving thanks

After you receive a job offer, you of course need to express your gratitude to the company that made the offer. However, you also need to report and show your thanks to the people who have supported you in your job hunting such as APU alumni, etc. This is a very important courtesy to all the people who helped you get this far. Be sure to first call them and report the good news and your gratitude, then send them a letter with the same sentiment.

Writing Letters

(Sample)

thank you letter to the company that offered you the job.

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

Making Phone Calls

(Example)

thank you phone call to the 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、よろしくお願い致します。
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 the person who introduced the 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。

From Receiving the Job Offer Until You Enter the Company

For Both International and Domestic Students

Japanese companies have a few procedures that need to be followed in the time between you receiving the job offer and your first day as an employee. The schedules vary depending on the company but usually include training, company events, etc. Make sure to check that you understand what you need to be doing so that you will not worry or trouble the company that has chosen to hire you.

Points of Caution

1. Always make sure that you are reachable by the company and APU

If you ever have the need to leave Japan for any period of time after receiving the job offer, be sure to leave your contact information with the company and the Career Office, including general details of where you are going to be and for how long. Be sure to report any changes in your contact information, address, etc. as well.

2. Make sure that you have fulfilled all requirements for graduation

Even if you have received a job offer, if you are unable to graduate due to missing course credits, this will not only cause the company distress, but it will make all your hard work be for nothing. So check and recheck your status in fulfilling graduation requirements. If you still need to pass certain classes, be sure to give yourself leeway to pass them and ensure that you graduate on time.

For International Students

1. In the event that you plan to return to your home country for a vacation, etc. remember to notify the Career Office and the company of your contact information (address, phone numbers, e-mail, including whether or not Japanese can be used in the e-mail, etc.) and how long you intend to be gone.
2. Even in the event that you intend to travel to a third country, remember to notify the Career Office and the company of the duration of your travels and how you may be contacted (phone number or e-mail, and whether or not Japanese may be used).
3. If you are commencing employment immediately after graduation but need to leave Japan temporarily before that, please be sure to return to Japan with plenty of time to change your visa status to a work visa.
4. If you will be returning back to your home country after graduation, do not prolong your stay unnecessarily. Your college student visa will become invalidated the moment you graduate and cease to be a student, as well as your part-time work permit.

Last day of enrollment:

Sept. graduation: Sept. 20th (terminated as of Sept. 21st)

Mar. graduation: Mar. 31st (terminated as of April 1st)

*Your college student visa may still be valid for a few months after graduation due to procedural requirements when it was issued, However, this does not mean that you may remain in Japan after graduation right up to the expiration date.

*An example of a schedule for international students entering companies 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 as an 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 to your new residence.
Update 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 with the Job Offer Ceremony, 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 ~ 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 to your new residence
Update your Residence Card (change of status, address) – visit your local government office
- April : New Employee Ceremony

[For students graduating in March 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 with the Job Offer Ceremony
- January ~ 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 to your new residence
Update 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, contact the 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.
- (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, but could grow into a socially problematic issue, thereby possibly affecting your juniors future job hunting.

● 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 the Career Office.

Companies participating in On-Campus Recruiting place high value on APU students. Thus, turning down a job offer obtained through this screening process 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 through General Recruiting

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 through 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 the Career Office for advice on your specific situation.

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V. Career Office Support Systems

Job Hunting Handbook 2019



Job Hunting Consultation System

The Career Office offers counselling/consultation services to assist you with your concerns on job hunting, internships and any career planning related matters. We highly recommend that you consult us to ensure you receive the assistance you need.



How to Use the Consultation Service

An appointment is required for consultation sessions. Please make an appointment by presenting yourself at the front desk of the Career Office at least 10 days to 1 day prior to the requested day. If you are away from campus and cannot present yourself 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 counselling have been set as follows. Please choose the most appropriate time for you.

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

*The office is closed on Saturday, Sunday and during holidays.

*If you are on a student exchange and cannot come to the campus, a session via Skype is possible

2. Topics for Consulting:

Proofreading rirekisho, Entry Sheet, resume, etc. and mock interviews

We offer counselling on various topics such as: general and specific job hunting matters, industry and company research, self-assessment accepting / declining, job offer, visa related matters, internships and student life. We recommend that you make appointments, but for the above topics, you may consult on the same day, provided that your preferred counsellor is available. If not, we will recommend the next best option for you. For proofreading of rirekisho or any documents and mock interviews, you need to make an appointment AND submit the necessary materials **at least 24 hours in advance**. For any type of consultation, we highly recommend you to bring along documents, so that we can understand your background better in order to provide you the most beneficial advices.

Important Points to Note:

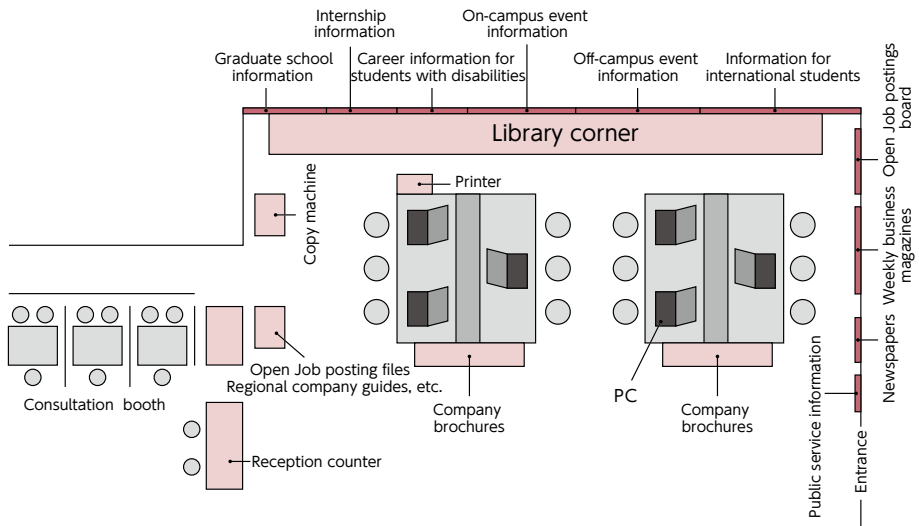
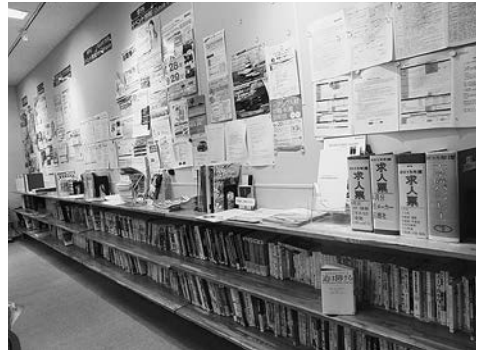
- Please be punctual for the appointment and please avoid no-shows!
- When you are late for more than 5 minutes, your appointment may be cancelled! If you are running late, please make a phone call and inform us ASAP @ 0977-78-1128 and do the same for cancellations or requests to re-schedule an appointment.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

Please submit a copy of your rirekisho and/or Entry Sheet at least 24 hours (excluding Saturday, Sunday and public holidays) before your consultation.

Using the Reference Room

1. Reference Room

The Reference Room is located on the 1st floor of A Building and has useful materials for your job hunt such as conducting industry and company research, open job postings board, newspapers, event pamphlets and workshop info board (see diagram below). Computers equipped with SPI software are available for you to try or practice as well. In addition, it is a great place to exchange job hunting info, network and get to know other students who are job hunting. We highly encourage you to take advantage of these resources and get well-prepared to get an offer for your dream job.



Verification of Job Hunting Activity

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

If an interview or an examination for job hunting happens to coincide with the day of a scheduled class or final exams, first request that the company reschedules. When doing so, refer to “Notice for companies, when requesting to reschedule a mandatory screening” form under the “Absence from Class due to Job Hunting Activities” page on the Career Office website. Companies will usually make allowances such as for individual interviews, but may not for selection screenings that are designed for large numbers of participants.

In the case that it is impossible to get the selection screening rescheduled and you have no choice but to miss your class/exam at APU, please request for a *Verification of Job Hunting Activity*. If you are able to provide documentation that confirms your attendance in the selection screening, we will issue the document.

However, absence from class for job hunting is not considered a university-approved absence. It is up to your instructor to decide how to accommodate for your absence. Submitting a *Verification of Job Hunting Activity* does not necessarily mean that your absence is excused or that allowances will be made in terms of grading. Furthermore, certain conditions must be fulfilled to be able to obtain this *Verification of Job Hunting*, and the procedures vary depending on the situation. Therefore, please proceed with applying for the form after checking the conditions and whether or not you are eligible.

There are deadlines for requests for *Verification of Job Hunting Activity*. Requests with missing documentation and submissions after the deadline will not be accepted, so if anything is unclear, please consult with the Career Office rather than trying to figure it out yourself.

For more information on this form, please check “Absence from Class due to Job Hunting Activities” 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 needed for travel to attend screenings occur during the final exam period, please consult with 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.
- Definitely Check the 「学生確認事項」 section in each of the various types of Verification for Job Hunting Achirity documents : “for session or regular class” and “for session or 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 CO-OP 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 hours may change (due to holidays, inspections, etc.) 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 you made the request. 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.

Contact	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

[Operating Hours] Mondays, Wednesdays, Thursdays and Fridays 11:30 ~ 16:30
Tuesdays 11:30 ~ 16:30

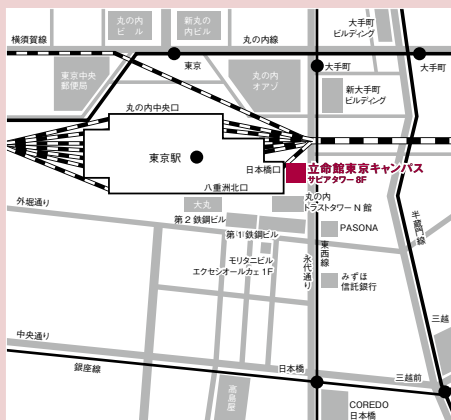
[Location] Building A, 1st Floor

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

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

E-Mail : 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

[Operating Hours]

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.

[Operating Hours]

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

※ APU students may use services provided by the Ritsumeikan Tokyo and Osaka Campuses. However, consultations cannot be booked by e-mails or telephone. Check their website for details and operating hours (subject to change)

VI. Do These Apply to You?

Job Hunting Handbook 2019



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 new graduates proceed to graduate school immediately each year. Here we provide a brief introduction to the matters to consider 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 employees. 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 program 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"> ● Can develop expertise in a field of choice ● Quickest pathway to a career in research ● Offers broader range of career options in the future (United Nations, international NGOs, etc.) ● Outside Japan, graduate degrees can sometimes be a prerequisite for promotion to managerial positions 	<ul style="list-style-type: none"> ● High tuition and living costs ● Later entry to the workforce; can be a disadvantage in graduate employment ● Stronger specialization can make career change more difficult ● For MBA programs, work experience is often required for admission

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 is a requirement for admission to graduate school. The level required varies depending on the country in which the graduate school is located, so please check early. 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 are 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 conditions such as submission of 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 get such scores.

(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 admission staff who will read it. If you meet the requirements in regards 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!]	http://www.daigakuin.ne.jp/
Web 大学、大学院展 [Online university / graduate school fair] daigakuten.com	http://www.daigakuten.com/
AGOS アゴス・ジャパン [AGOS Japan]	https://www.agos.co.jp/
留学 コンシェルジュ [Study Abroad Concierge] beo	http://www.beo.co.jp/
APU 卒業生インタビュー [APU Alumni Interview] ①	http://www.apu.ac.jp/spa/modules/studentlife/article/?contentid=194
APU 卒業生インタビュー [APU Alumni Interview] ②	http://www.apu.ac.jp/spa/modules/studentlife/article/?contentid=200
JAPAN STUDY SUPPORT	http://www.jpss.jp/ja/
NASPAA(FOR STUDENTS) *Information on MPA, MPP	http://www.naspaa.org/students/graduate/schsearch.asp
PPIA Program	https://www.ppiaprogram.org/ppia/what-we-do/consortium/

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 get involved with 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)**
- **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 Programme (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 employed are those 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 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, French and another United Nations official language (Arabic, Chinese, Spanish, or Russian)
 - Academic degree...Master's or higher
 - 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 UNs 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, Vienna, 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. Preparations 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 the websites and other online sources to understand your options. Volunteering experiences will also contribute towards building that experience.

● 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/>
- **OFA list of Int'l organizations** 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 “Since I graduate in September, wouldn’t I be at a disadvantage for job hunting?” However, it’s not about being at an advantage or disadvantage, but about how you plan ahead in your preparations and your job hunting schedule. If you are well prepared in thinking ahead of what you should be doing and acting early, there is no such thing as being at a disadvantage.

While a majority of Japanese companies hire new employees to start their employment in April each year, there are now more opportunities available for Fall graduates. There are companies who have recruiting schedules targeting graduates from overseas universities, recruit year round, etc. Feel free to consult with the Career Office if you have any concerns.

Changing Status of Residence

For Fall graduates who will be starting their employment in April, you will need to return to your home country temporarily after graduation. Therefore, the preparation process to begin your employment in Japan differs from Spring graduates.

First off, your employer company will need to obtain the 「在留資格認定証明書」^{ざいりゅうしかくにんていしょうめいしょ} (Certificate of Eligibility for Resident Status) from the immigration office to then be sent to you. Once you have received it, you will need to take the documents to your local Japanese Embassy or Consulate General in your home country to apply for the working visa. Once you have received your working visa on your 「在留資格認定証明書」^{ざいりゅうしかくにんていしょうめいしょ}, you are then able to return back to Japan. The 「在留資格認定証明書」^{ざいりゅうしかくにんていしょうめいしょ} is only valid for 3 months, so you return to Japan within 3 months of receiving the form. Before you graduate from and return to your home country, be sure to confirm the schedule between graduation and your first day of employment and prepare accordingly. Please also refer to p. 72 (From Receiving the Job Offer Until You Enter the Company)

In the case where there is no Japanese Embassy or Consulate General in your home country, you will then need to apply for your visa at your other designated country. For more details, please contact the Ministry of Foreign Affairs (Visa Information Center).

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 Hours : 09:00-12:30 and 13:30-17:00 (except Saturday, Sunday and Holidays)

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/

Changing Your Status of Residence

1. Working Visas

International students who intend to work in Japan are required to change their status of residence from an “exchange student visa” to a “working visa.” The process takes time so you must receive your job offer at least 1 month in advance before your student visa expires. Always keep your visa in mind when you are doing job hunting.

For the international students who have received their job offers, you must then go to your local Immigration Bureau to apply to have your status of residence changed. Once again, as the process takes time, apply at least one month in advance before your visa expires. However, for Fall graduates who are starting in April, in order for companies to apply on your behalf, you would need to start preparations much earlier. Refer to p. 72, 73 and 90.

Please check the Career Office website for details on the required documents and processes: “Job Hunting Guide” → “Change of Status of Residence” (<http://www.apu.ac.jp/careers/>).

2. Designated Activities Visa (for continuing job hunting after graduation)

International students who have been job hunting while enrolled at APU and would like to continue after graduation will need to then change their status of residence from “exchange student visa” to “designated activities for the purpose of job hunting” (valid for 6 months). You will need to apply at the Immigration Bureau and require a recommendation letter from APU.

There is an application process in order to receive recommendation letters from APU to apply for the “designated activities” visa. The official period of submitting applications is around 2~3 months prior to graduation (which will be announced on Campus Terminal). No applications are accepted outside of the official application period. The decision on whether or not the recommendation letter will be issued will be made by the Career Office after you have submitted the required documents and undergone an interview. For more details on eligibility, deadlines, etc., please refer to the Career Office website: “Job Hunting Guide” → “Change of Status of Residence” (<http://www.apu.ac.jp/careers/>).

If the Immigration Bureau accepts your application and your status has successfully changed into a “designated activities” visa, then you may then separately apply for permission to undertake up to 28 hours/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 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 well.

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 anxious about job hunting, 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 certified 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 open job posting 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 in the office.

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 2019



About APU

APU opened in April 2000 through the collaboration of three parties from the public and private sectors: Oita Prefecture, Beppu City and the Ritsumeikan Trust. APU is an international university unlike any other. As of May 2017, the student body was 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 Trust: “Freedom and Innovation.” The educational ideals of “Peace and Democracy” are promoted through the three principles of APU: “Freedom, peace, and humanity”, “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, 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 website 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, 2018)

	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	530	4	5	539
2	Socialist Republic of Viet Nam	ベトナム社会主義共和国	428	29	4	461
3	People's Republic of China	中華人民共和国	400	9	16	425
4	Republic of Indonesia	インドネシア共和国	389	13	2	404
5	Kingdom of Thailand	タイ王国	272	5	1	278
6	People's Republic of Bangladesh	バングラデシュ人民共和国	105	13		118
7	Taiwan	台湾	71	2	7	80
8	Federal Democratic Republic of Nepal	ネパール連邦民主共和国	66	3		69
9	Democratic Socialist Republic of Sri Lanka	スリランカ民主社会主義共和国	63	5		68
10	India	インド	60	7		67
11	Mongolia	モンゴル国	35	3		38
12	Union of Myanmar	ミャンマー連邦	22	11		33
13	Malaysia	マレーシア	18			18
14	Republic of the Philippines	フィリピン共和国	10	6	1	17
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	6		3	9
18	Kingdom of Bhutan	ブータン王国	3			3
19	Lao People's Democratic Republic	ラオス人民民主共和国	1	2		3
20	Republic of Maldives	モルディブ共和国	1			1
		Subtotal/小計	2,498	115	39	2,652
21	Islamic Republic of Afghanistan	アフガニスタン・イスラム共和国	1	4	1	6
22	Republic of Yemen	イエメン共和国	3			3
23	Syrian Arab Republic	シリア・アラブ共和国		2		2
24	Islamic Republic of Iran	イラン・イスラム共和国	1			1
25	Republic of Lebanon	レバノン共和国	1			1
26	Republic of Turkey	トルコ共和国	1			1
		Subtotal/小計	7	6	1	14
27	Republic of Kenya	ケニア共和国	10	1		11
28	Federal Republic of Nigeria	ナイジェリア連邦共和国	3	5		8
29	Republic of Botswana	ボツワナ共和国	3	1		4
30	Republic of Ghana	ガーナ共和国	2	1	1	4
31	Republic of Uganda	ウガンダ共和国	2	2		4
32	Federal Democratic Republic of Ethiopia	エチオピア連邦民主共和国	1	2		3
33	Republic of Somalia	ソマリア共和国	2	1		3
34	Republic of Angola	アンゴラ共和国	1	1		2
35	Republic of Liberia	リベリア共和国	1	1		2
36	Republic of South Sudan	南スーダン共和国		2		2
37	Burkina Faso	ブルキナファソ		1		1
38	Democratic Republic of Sao Tome and Principe	サントメ・プリンシペ民主共和国		1		1
39	Republic of Cameroon	カメルーン共和国		1		1
40	Republic of Cote d'Ivoire	コートジボワール共和国		1		1
41	Republic of Mozambique	モザンビーク共和国		1		1
42	Republic of Rwanda	ルワンダ共和国	1			1
43	Republic of Senegal	セネガル共和国		1		1
44	Republic of South Africa	南アフリカ共和国	1			1
45	The Republic of the Sudan	スーダン共和国		1		1
46	United Republic of Tanzania	タンザニア連邦共和国		1		1
		Subtotal/小計	27	25	1	53
47	United States of America	アメリカ合衆国	43	7	16	66
48	Canada	カナダ	1		3	4
49	United Mexican States	メキシコ合衆国	3	2	3	8
50	Republic of Colombia	コロンビア共和国	1	1		2
51	Republic of Ecuador	エクアドル共和国	2			2

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
52	Argentine Republic	アルゼンチン共和国			1	1
53	Republic of El Salvador	エルサルバドル共和国		1		1
54	Republic of Guyana	ガイアナ共和国		1		1
		Subtotal/小計	50	12	23	85
55	Republic of the Fiji Islands	フィジー諸島共和国	9	1		10
56	Australia	オーストラリア連邦	7		2	9
57	Independent State of Samoa	サモア独立国	8			8
58	Kingdom of Tonga	トンガ王国	4	2		6
59	New Zealand	ニュージーランド	5			5
60	Federated States of Micronesia	ミクロネシア連邦	2			2
61	Solomon Islands	ソロモン諸島		2		2
62	Independent State of Papua New Guinea	バブアニューギニア独立国		1		1
63	Niue	ニウエ		1		1
64	Republic of Kiribati	キリバス共和国		1		1
65	Republic of the Marshall Islands	マーシャル諸島共和国	1			1
66	Republic of Vanuatu	バヌアツ共和国		1		1
		Subtotal/小計	36	9	2	47
67	Republic of Uzbekistan	ウズベキスタン共和国	65			65
68	United Kingdom	英国		1	12	13
69	Kingdom of Norway	ノルウェー王国	9	2	1	12
70	French Republic	フランス共和国	4		6	10
71	Republic of Finland	フィンランド共和国	5		4	9
72	Republic of Tajikistan	タジキスタン共和国		9		9
73	Federal Republic of Germany	ドイツ連邦共和国	5	1	1	7
74	Kingdom of the Netherlands	オランダ王国	4	1		5
75	Republic of Azerbaijan	アゼルバイジャン共和国	1		4	5
76	Republic of Italy	イタリア共和国			4	4
77	Kingdom of Sweden	スウェーデン王国	1		2	3
78	Kyrgyz Republic	キルギス共和国		1	1	2
79	Republic of Lithuania	リトアニア共和国	1	1		2
80	Swiss Confederation	スイス連邦		1	1	2
81	Georgia	ジョージア	1			1
82	Kingdom of Belgium	ベルギー王国	1			1
83	Republic of Austria	オーストリア共和国	1			1
84	Republic of Bulgaria	ブルガリア共和国	1			1
85	Republic of Estonia	エストニア共和国	1			1
86	Republic of Moldova	モルドバ共和国	1			1
87	Republic of Poland	ポーランド共和国	1			1
88	Russian Federation	ロシア連邦		1		1
		Subtotal/小計	102	18	36	156
89	Stateless/Other	無国籍/その他	1			1
		Subtotal/小計	1	0	0	1
	International Students/国際学生合計		2,721	185	102	3,008
	Domestic Students/国内学生		2,915	5	35	2,955
	Total/総計		5,636	190	137	5,963

(注)

1. 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。
2. 「科目等履修生等」には科目等履修生、特別職講師を含む。

(Notes)

1. The term "International Students" denotes those students who possess a student visa. The term "Domestic Students" includes students with non-Japanese nationality possessing residential status in Japan other than "student."
2. "Number of Non-Degree Students" includes non-degree students, special auditing students.

Some OCR Attending Companies of AY 2017

(In Japanese syllabary order)

IHI Corporation	KOKUYO Co., Ltd.	Bank of Japan
AISIN AW CO., LTD.	COSMO ENERGY HOLDINGS Co.,Ltd.	Japan Airlines Co., Ltd.
IRISOHYAMA INC.	KONICA MINOLTA, INC.	Japan Aviation Electronics Industry, Limited
Accenture Japan Ltd	KOBAYASHI PHARMACEUTICAL CO., LTD.	Nippon Signal Co., Ltd.
Akebono Brake Industry Co., Ltd.	Komatsu Ltd.	NIPPON MEAT PACKERS, INC.
Asahi Kasei Corporation	Sunstar Inc.	Japan Broadcasting Corporation
ASICS Corporation	JSR Corporation	Intelligence, Ltd.
Azbil Corporation	Mitsui O.S.K. Lines, Ltd.	Pasona Group Inc.
Adecco Ltd.	NIPPON STEEL □ SUMITOMO METAL CORPORATION	Panasonic Corporation
Always Inc.	Ernst & Young ShinNihon LLC	PwC Japan
American International Group, Inc.	SUZUKI MOTOR CORPORATION	Hitachi Chemical Company, Ltd.
American Family Life Assurance Company of Columbus	Suzuyo & Co.,Ltd.	Hitachi Kokusai Electric Inc.
Isuzu Motors Limited	State Street Trust and Banking Company, Ltd.	Hitachi, Ltd.
INTAGE Inc.	Sumitomo Electric Industries, Ltd.	FamilyMart Co., Ltd.
SMBC Nikko Securities Inc.	salesforce.com, inc.	Foster Electric Company, Limited
es Networks Co., Ltd.	SEPTENI HOLDINGS CO., LTD.	Fuji Xerox Co., Ltd.
NEC Capital Solutions Limited	ALL NIPPON AIRWAYS CO., LTD	FUJITSU LIMITED
NOK CORPORATION	SoftBank Corp.	FUJIFILM Corporation
NTT DATA Corporation	Solaseed Air Inc.	HORIBA, Ltd.
NTT DOCOMO, INC.	The Dai-ichi Life Insurance Company, Limited	Mizuho Financial Group, Inc.
EBARA CORPORATION	TAISEI CORPORATION	MISUMI Group Inc.
OKAMURA CORPORATION	Daihatsu Motor Co., Ltd.	Mitsui Chemicals, Inc.
OMRON Corporation	Taiyo Nippon Sanso Corporation	Sumitomo Mitsui Banking Corporation
Kao Customer Marketing Co., Ltd.	Takara Standard Co., Ltd.	Sumitomo Mitsui Trust Bank, Limited
Calbee, Inc.	TANAKA KIKINZOKU GROUP	Sumitomo Mitsui Finance and Leasing Company, Limited
Kawasaki Kisen Kaisha,Ltd.	CENTRAL JAPAN INTERNATIONAL AIRPORT COMPANY , LIMITED	Isetan Mitsukoshi Ltd.
Kyosan Electric Mfg. Co., LTD.	Imperial Hotel, Ltd.	Mitsubishi Corporation
Kyushu Railway Company	TEIJIN LIMITED	Mitsubishi UFJ Morgan Stanley Securities Co., Ltd.
KYOCERA Communication Systems Co., Ltd.	TDK Corporation	Mitsubishi UFJ Lease & Finance Company Limited
Kirin Company, Limited	Tokyo Century Corporation	YASKAWA Electric Corporation
Kinki Nippon Tourist Co., Ltd.	TOSHIBA CORPORATION	YANMAR CO., LTD.
Kubara Honke Group	Toyo Seikan Co., Ltd.	Uzabase, Inc.
KUBOTA Corporation	TORAY INDUSTRIES, INC.	YUSEN LOGISTICS CO., LTD.
Kumon Institute of Education Co., Ltd.	Japan International Cooperation Agency (JICA)	Unicharm Corporation
Clarion Co., Ltd.	Toyota Tsusho Corporation	YOSHIMOTO KOGYO CO.,LTD.
Credit Saison Co.,Ltd.	NISSAN MOTOR CO., LTD.	Lion Corporation
Kobe Steel,Ltd.	NISSIN FOODS HOLDINGS CO., LTD.	Resona Holdings, Inc.
INPEX CORPORATION	Nissha Co., Ltd.	Lippo Group

* Company/organization names current as of March 31, 2018

Major Companies and Organizations that offered jobs to APU students in Academic Year 2017

(In Japanese syllabary order)

Dom. Int.	Company/Organization Name	Dom. Int.	Company/Organization Name	Dom. Int.	Company/Organization Name
○	URBAN RESEARCH Co.,Ltd.	○	OKAMURA CORPORATION	○	NIPPON STEEL & SUMITOMO METAL CORPORATION
○ ○	IKK Inc.	○	THE OKINAWA KAIHO BANK,LTD.	○ ○	Skymark Airlines Inc.
○	Aioi Nissay Dowa Insurance Co., Ltd.	○	Oriental Land Co., Ltd.	○	SUZUKI MOTOR CORPORATION.
○	Aisin Seiki Co., Ltd.	○	ORIX Auto Corporation	○	Starbucks Coffee Japan, Ltd.
○	Akagi Nyugyo Company Limited	○	Kai Corporation	○	Star Flyer Inc.
○ ○	Accenture Japan Ltd	○	Kao Corporation	○ ○	Slate Street Trust and Banking Company, Ltd.
○	Akebono Brake Industry Co., Ltd.	○	Approved Specified Nonprofit Corporation Kataniba	○	Sumisho Global Logistics Co., Ltd.
○	AsiaQuest Inc.	○	KANEMATSU ELECTRONICS LTD.	○	Sumitomo Electric Industries, Ltd.
○	ASICS Corporation	○	Kyushu Railway Company	○	Sumitomo Wiring Systems, Ltd.
○	Ajinomoto Co., Inc.	○	Kyosan Electric Manufacturing Co.,Ltd.	○ ○	Seiyu GK.
○	Ashimori Industry Co., Ltd.	○	KYOCERA Communication Systems Co., Ltd.	○	Sekisui House, Ltd.
○	Azbil Corporation	○	Kyoritsu Maintenance Co.,Ltd.	○ ○	SEPTENI HOLDINGS CO.,LTD.
○	APPLE INTERNATIONAL CO.,LTD.	○	Kirin Company, Limited	○	ALL NIPPON AIRWAYS TRADING CO., LTD.
○	Adways Inc.	○	Google Japan Inc.	○	ALL NIPPON AIRWAYS CO., LTD
○ ○	ADVANTEC Co.,LTD.	○	Kumamotonichinichi shimbun	○	Sojitz Corporation
○	AMITA HOLDINGS CO.,LTD.	○	GREEN HOSPITAL SUPPLY, INC.	○	Sojitz Machinery Corporation
○	American Family Life Assurance Company of Columbus	○	Credit Saison Co.,Ltd.	○	Sony Global Manufacturing & Operations Corporation
○	Allied Architects, Inc.	○	KURODA PRECISION INDUSTRIES LTD.	○	Sony Corporation
○	Isuzu Motors Limited	○	Keio Plaza Hotel Co.,Ltd.	○	SoftBank Commerce & Service Corp.
○	ITOCHU Corporation	○	Ken Real Estate Lease Ltd.	○	Solaseed Air Inc.
○	THE IYO BANK, LTD.	○	KONOIKE TRANSPORT	○	The Dai-ichi Life Insurance Company, Limited
○	INTAGE Inc.	○	KONICA MINOLTA, INC.	○	Daikure Co., Ltd.
○	UENO Co.,Ltd.	○	Kobayashi Pharmaceutical Co., Ltd.	○	THAI SENG TRADING CO., LTD.
○	H.I.S.Co.,Ltd.	○ ○	CyberAgent, Inc.	○	Daifuku Co., Ltd.
○	HTM Corporation	○	SATO HOLDINGS CORPORATION	○	Daimaru Matsuzakaya Department Stores Co.Ltd.
○	ANA OSAKA AIRPORT CO.,LTD.	○	ZARA JAPAN CORP.	○	TAIYO NIPPON SANSO CORPORATION
○	ANA New Chitose Airport Co.,Ltd.	○	Sankyu Inc.	○	Daiwa Institute of Research Ltd.
○	SK KAKEN Co.,Ltd.	○	SANKEI Industry Co.,Ltd.	○	The Dow Chemical Company
○	es Networks Co., Ltd.	○	SANKO Co.,Ltd.	○	Takagi Mfg. Co., Ltd.
○	EDION Corporation	○	Suntory Marketing & Commerce LIMITED.	○	Takanashi milk products Co.,Ltd.
○ ○	NEC Fielding, Ltd.	○	Sanwa Shutter Corporation	○	TANAKA HOLDINGS Co., Ltd.
○ ○	NOK CORPORATION	○	CAC Corporation	○	CENTRAL JAPAN INTERNATIONAL AIRPORT COMPANY, LIMITED
○	NTT DATA Global Solutions Corporation	○	GS Yuasa International Ltd.	○	THK CO.,LTD.
○	NTT DOCOMO, INC.	○	SEALS Co.,Ltd.	○	DMM.com
○	EBARA CORPORATION	○	JAC Recruitment	○	Imperial Hotel, Ltd.
○ ○	FPT Japan Co.,Ltd.	○	JTB Corp.	○	TEIJIN LIMITED
○	en world Japan K.K.	○	JIJI PRESS LTD.	○	TUV Rheinland Japan Ltd.
○	Oita Canon Inc.	○	Shiseido Japan	○	DENSO CORPORATION.
○	Oita Bank.co.,ltd	○	SHIMADZU CORPORATION	○	DENTSU INC.
○	Oita Transportation Co., Ltd.	○	JALSKY Kyushu Co.,Ltd.	○	Tokyo Electron Limited
○	Osaka Monorail Service co.,ltd.	○	Singapore Airlines.	○	Tokyo Century Corporation
○	Okasan Securities Co., Ltd.	○	Shinsho Corporation	○	Token Corporation

Dom.	Int.	Company/Organization Name
<input type="radio"/>		TOWA CORPORATION
<input type="radio"/>		TOYOSHIMA & CO.,LTD.
<input type="radio"/>		transcosmos inc.
<input type="radio"/>		Don Quijote Holdings Co., Ltd.
<input type="radio"/>		NISHIO RENT ALL CO.,LTD.
<input type="radio"/>		NISHIKAWA RUBBER CO., LTD.
<input type="radio"/>		NICHIIGAKKAN CO., LTD.
<input type="radio"/>	<input type="radio"/>	NISSAN MOTOR CO.,LTD.
<input type="radio"/>		The Nisshin OilIIO Group, Ltd.
<input type="radio"/>		Nisshin Foods Inc.
<input type="radio"/>		NIPPON GAS CO., LTD.
<input type="radio"/>		Nippon Light Metal Company, Ltd
<input type="radio"/>		Japan Wool Textile Co., Ltd.
<input type="radio"/>		NIPPON SIGNAL CO., LTD.
<input type="radio"/>		Japanese Red Cross Society
<input type="radio"/>		Japan Pension Service
<input type="radio"/>		NIPPON PISTON RING CO., LTD.
<input type="radio"/>		JAPAN POST Co., Ltd.
<input type="radio"/>	<input type="radio"/>	NITORI Co., Ltd.
<input type="radio"/>		IBM Japan, Ltd.
<input type="radio"/>		Oracle Corporation Japan
<input type="radio"/>	<input type="radio"/>	Japan Aviation Electronics Industry, Limited
<input type="radio"/>		Japan Airlines Co., Ltd.
<input type="radio"/>		Japan Airlines Co., Ltd.
<input type="radio"/>		Nissha Printing Co., Ltd.
<input type="radio"/>		Nippon Life Insurance Company
<input type="radio"/>		Tata Consultancy Services Japan, Ltd.
<input type="radio"/>		Japan External Trade Organization
<input type="radio"/>	<input type="radio"/>	Nippon Travel Agency Co.,Ltd.
<input type="radio"/>		New Otani Co.,Ltd.
<input type="radio"/>		PERSOL CAREER CO., LTD.
<input type="radio"/>		Intelligence Business Solutions, Ltd.
<input type="radio"/>		Huis Ten Bosch
<input type="radio"/>	<input type="radio"/>	Pasona Inc.
<input type="radio"/>		Panasonic Consumer Marketing Co.,Ltd.
<input type="radio"/>		Panasonic Corporation
<input type="radio"/>		Haneda Airport Service Co., LTD.
<input type="radio"/>		HAMAGOMU AICOM INC.

Dom.	Int.	Company/Organization Name
<input type="radio"/>		HANKYU HANSHIN EXPRESS Co., Ltd.
<input type="radio"/>		Hankyu Hanshin Department Stores,Inc.
<input type="radio"/>		BANDAI NAMCO Entertainment Inc.
<input type="radio"/>		Hanwa Co., LTD.
<input type="radio"/>		The Higo Bank,Ltd
<input type="radio"/>	<input type="radio"/>	Hitachi Chemical Company, Ltd.
<input type="radio"/>		Hitachi Kokusai Electric Inc.
<input type="radio"/>		Hitachi, Ltd.
<input type="radio"/>		Hitachi High-Technologies Corporation
<input type="radio"/>		Hitachi Plant Construction,Ltd.
<input type="radio"/>		Hilton Worldwide
<input type="radio"/>		Hilton Tokyo
<input type="radio"/>		Hilton Fukuoka Sea Hawk
<input type="radio"/>		FAST RETAILING CO., LTD.
<input type="radio"/>	<input type="radio"/>	FamilyMart Co.,Ltd.
<input type="radio"/>		Finnair
<input type="radio"/>		Foster Electric Company, Limited
<input type="radio"/>		THE BANK OF FUKUOKA, LTD.
<input type="radio"/>	<input type="radio"/>	Fuji Xerox Co., Ltd.
<input type="radio"/>		FUJI SOFT INCORPORATED
<input type="radio"/>	<input type="radio"/>	FUJITA KANKO INC.
<input type="radio"/>	<input type="radio"/>	FUJITSU FRONTECH LIMITED
<input type="radio"/>		Fujitsu Marketing Limited
<input type="radio"/>	<input type="radio"/>	FUJITSU LIMITED
<input type="radio"/>		PLUS CORPORATION
<input type="radio"/>		PRINCE HOTELS, INC.
<input type="radio"/>		PROTO CORPORATION
<input type="radio"/>		Hoshino Resort Inc.
<input type="radio"/>		Bosch Corporation
<input type="radio"/>		Hotel Nikko Osaka Co.,Ltd.
<input type="radio"/>		HORIBA, Ltd.
<input type="radio"/>		Mynavi Corporation
<input type="radio"/>		Motherhouse company and limited
<input type="radio"/>		Marubeni Corporation
<input type="radio"/>		MARUWA UNYU KIKAN CO.,LTD.
<input type="radio"/>	<input type="radio"/>	Mandom Corporation
<input type="radio"/>		MIKI HOUSE Co.,Ltd.
<input type="radio"/>		MISAWA HOMES CO., LTD.

Dom.	Int.	Company/Organization Name
<input type="radio"/>		MISUMI Group Inc.
<input type="radio"/>		Mitsui Chemicals, Inc.
<input type="radio"/>		Sumitomo Mitsui Banking Corporation
<input type="radio"/>		Sumitomo Mitsui Trust Bank, Limited
<input type="radio"/>		Mitsui & Co. Plastics Ltd.
<input type="radio"/>		Isetan Mitsukoshi Ltd.
<input type="radio"/>		Mitsubishi Corporation Fashion Co.,Ltd
<input type="radio"/>		Mitsubishi Shokuhin Co., Ltd.
<input type="radio"/>		Mitsubishi UFJ Morgan Stanley Securities Co., Ltd.
<input type="radio"/>		Murakami Corporation
<input type="radio"/>		Meiji Yasuda Life Insurance Company
<input type="radio"/>		MEIDENSHA CORPORATION
<input type="radio"/>		MOTTOX INC.
<input type="radio"/>		YAMAZAKI BAKING CO.,LTD.
<input type="radio"/>		Yamato Financial Co., Ltd.
<input type="radio"/>		YAMATO TRANSPORT CO., LTD.
<input type="radio"/>	<input type="radio"/>	YANMAR CO., LTD.
<input type="radio"/>		YUASA TRADING CO.,LTD.
<input type="radio"/>		USJ Co., Ltd.
<input type="radio"/>		YUSEN LOGISTICS CO.,LTD.
<input type="radio"/>		UNIQLO CO., LTD.
<input type="radio"/>		Lion Corporation
<input type="radio"/>		Rakuten, Inc
<input type="radio"/>		Randstad Japan
<input type="radio"/>	<input type="radio"/>	Reed Exhibitions Japan Ltd.
<input type="radio"/>		Recruit Jobs Co.,Ltd.
<input type="radio"/>	<input type="radio"/>	Resona Bank, Limited.
<input type="radio"/>		Ryohin Keikaku Co.,Ltd.
<input type="radio"/>		Renesas Electronics Corporation
<input type="radio"/>		LEGOLAND Japan
<input type="radio"/>		Lawson, Inc.
<input type="radio"/>		Roland DG Corporation
<input type="radio"/>		Robert Walters Japan K.K
<input type="radio"/>		Works Applications Co.,Ltd.
<input type="radio"/>		YEC Solutions Inc.
<input type="radio"/>		YKK CORPORATION
<input type="radio"/>		WANCHER Inc.

※ Information is provided by students, and is current as of March 31, 2018
 “Dom.” indicates companies and organizations which employ domestic students
 “Int.” indicates companies and organizations which employ 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 FAQ

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 interests, hobbies and abilities? The first step you take in job hunting is doing a self assessment — a “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-assessment, 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 existing careers and industries 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 general manners in a professional setting. 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 the required attire of the company.

※ 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 that 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 1st 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 situation doesn't happen. You will be applying for several companies at the same time, so without a proper schedule it will be easy to miss deadlines and interviews. Make yourself a job hunting diary or use the 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.

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 members can become a great support. Talking to friends or family can be the switch you need to refocus and give you what you need to get over the hurdles you are facing. 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, either 'senpai' or a good friend, is invaluable for both job hunting and 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 an indication of how good you are as a person, it is an indication of whether or not you fit a particular company. 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 you job hunting further, you need to be truthful and tell the company you are unsure and ask them to 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 who are scheduled to attend explanatory meetings and do not show up
- * People who are not punctual
- * People who eat and drink in the selection committee hall
- * People who wear their everyday clothes to selection committee hearings
- * People who are unable to use appropriate language and who cannot display the right attitude
- * People unable to display their motivation and ambition
- * People who are unable to give an honest account of themselves
- * People presenting a poorly written resume



Please do your best to make sure you do not 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 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	https://job.rikunabi.com/2019/
Mynavi 2019	https://job.mynavi.jp/2019/
Career-tasu Job Hunting 2019	https://job.career-tasu.jp/2019/top/
Asagaku Navi 2019 *Focused on SMEs and venture companies	https://www.gakujo.ne.jp/2019/
Wantedly *Focused on venture companies	https://www.wantedly.com/
Massnavi2019 *Focused on advertising, web services, and mass media	https://www.massnavi.com/2019/
Gaishishukatsu.com *Focused on non-Japanese firms	https://gaishishukatsu.com/
Qnavi *Focused on firms in the Kyushu area	https://www.qnavi.jp/2019/index.html
Jobway search site run by Association of Small/Medium Enterprises	http://www.jobway.jp/
Job hunting and employment websites for people with disabilities: Web Sana	https://www.web-sana.com/
Job hunting and employment websites for people with disabilities: Clover-navi	http://www.clover-navi.com/

Job Hunting Websites for non-Japanese, bilinguals	
Mynavi Global job hunting information site for international students and bilinguals	https://global.mynavi.jp/
Career Forum Net (CFN)	https://careerforum.net/ja/
en world *Focused on career change options	https://enworld.net/
Dai job.com *Focused on career change options	https://www.daijob.com/
The Japan Times Jobs *Focused on career change options	https://job.japantimes.com/

Reverse Job Hunting Information Websites	
OfferBox	http://offerbox.jp/
JOBRASS New Graduates	https://jobrass.com/gakusei/SCST00101
Gyakukyujin Navi (Student Hunting)	https://www.studenthunting.com/

New Graduate Introduction Websites (company introduction / job-hunting support for students)	
DODA Shinsotsu Agent	https://doda-student.jp/
Career-tasu Shukatsu Agent	http://agent.career-tasu.jp/
Adecco	http://freshers.adecco.co.jp/

Other Information Websites (for company/industry research)	
Nihon Keizai Shimbun	https://www.nikkei.com/
Kaisha Shikiho Online	https://shikiho.jp/
Reuters	https://jp.reuters.com/
Japan External Trade Organization (JETRO)	https://www.jetro.go.jp/
Top 100 Global Niche Companies	http://www.meti.go.jp/policy/mono_info_service/mono/gnt100/
Useful Labor Law: essential knowledge for workers (Ministry of Health, Labor and Welfare website)	http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudouzenpan/roudouhou/
Is this OK? Labor law Q&A through manga (Ministry of Health, Labor and Welfare website)	http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/mangaroudouhou/
Database on advancement of women's participation	https://www.positive-ryouritsu.jp/positivedb

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