

## Contacting 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.37 and p.38 (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、何卒よろしくお願い致します。

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@apu.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、

□月□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、よろしくお願い申し上げます。

(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、何卒よろしくお願い申し上げます。

(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 ○ ○ の業務に関しまして、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、勝手を申し上げて誠に恐縮でございますが、右の件、何卒よろしくお願ひ申し上げます。

**Introductory Paragraph**  
 敬具

**Date and Signature**  
 令和 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  
 ○ ○ ○ ○ - △ △ △ △ - □ □ □ □  
 ○ ○ 株式会社 人事部 御 中

**Closing Words**  
 敬具

**Callouts:**  
 - If you are not writing to a particular person, use 「御中」  
 - 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」或「謹啓」are used when writing a formal letter or when writing to someone for the first time.

「前略」或「急啓」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>

## 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.