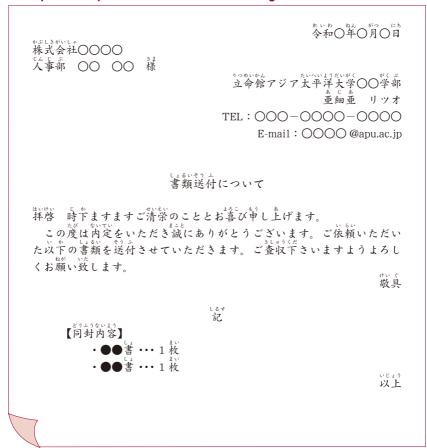
Writing a Japanese Cover Letter when Sending Documents

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



For advice on how to write an English Cover Letter when sending your resume, please refer to p. 52.