

Important NOTE on APU designated typable rirekisho

Beginning AY 2017, APU will introduce a “**typable rirekisho**” for students.

Every year, student job hunters sacrifice a great deal of time creating rirekisho, as traditionally, it must be written by hand in black ink, with no sign of correction tape or fluid. This time-consuming process has always been a burden on many students, especially for international students. The university will introduce this typable rirekisho so that the students could use the time more effectively, for both study and job hunting.

Please remember, it is not designed to help you simply increase the number of rirekisho you send to companies nor is it to blindly apply for *any* kind of jobs. Your time needed to fill out the rirekisho is seen as a reflection of your commitment to the career; the basic idea remains the same. Bear in mind that this new system merely allows you to type up the information and have it printed. Rirekisho is to present who you are, and to make your future employer that you are the best candidate for the position you are applying for.

Please read through the guideline below, the best practice for using the typable rirekisho.

Important NOTE on typable rirekisho

(1) Use your own words

Do not copy what you get from Google translator, or words of your friends. Even if you could pass the screening, you cannot cheat the recruiters. They will find out! You can only demonstrate the “real you” with your own words.

(2) Do not reuse your rirekisho

Why would you like to work for the company? Make sure you have a good reason why they should hire you.

(3) Use legitimate ID photo

Informal or casual photo is not acceptable.

(4) Avoid typos

It is easier to make careless mistakes and typos when typing. Do check before you submit.

(5) Readability counts

Remember, recruiters read hundreds and thousands of rirekisho, so consider which font, size, and volume of letters is appropriate, and reader friendly.

*When students are found copying and/or plagiarizing entry sheets of others, not only students may result in inability to participate in OCR, but their *naitei* (informal job offer) may also be withdrawn. Please have a sense of self-awareness and ethical responsibility as you represent APU.