

Entry Sheet and Resume

Entry Sheet

Many companies have adapted to the use of Entry Sheets, which are applications to jobs. It would be a mistake to simply treat this Entry Sheet as an ordinary application form for a position in the respective company. The Entry Sheet is the primary selection hurdle for these companies when whittling down the initial volume of applications. Your Entry Sheet needs to make the person reading it think 'I want to meet this person!' and if your Entry Sheet does not engender these feelings, it may not take you to the next level in the recruitment process.

Entry Sheets will differ according to company but will usually include things similar to what you would write on your resume, such as 'Self PR', 'Motivation for Applying', 'What did you apply yourself at during university?', 'Sell yourself in one sentence', 'Future vision' etc.

Moreover, your entry sheet will be used during any interview that you are called to. Take a copy for yourself and be sure to have a good grasp of what you wrote. We recommend that you try to envisage what kinds of questions interviewers might ask about the Entry Sheet, and think about how you would answer those questions.

What to do before penning it down

If you try to write your Entry Sheet before doing anything in the way of preparation, you will struggle to know what to write. Moreover, writing down ideas as they come into your mind leads to an entry sheet that looks disjointed and the reader will be left wondering what, if anything, you are trying to tell them about yourself.

First of all, let's get ready to write!

The entry sheet is not something that 'just has to be there on application deadline day', in fact it is better to consider it thus: 'if I can get this in one day earlier, all the better'.

[Advice on creating your Entry Sheet]

Contents

- ① Organize the message you want to deliver in a clear, concise manner, and write it within a 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 Resumes]

- Be straight and concise to express 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 Kishotenketsu style of Japanese narrative (introduction, development, turn, conclusion)
 - What did you do 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 in a smart manner to further sell important points about you in a convincing manner!
- Check it thoroughly to make sure there are no mistakes.



Basic 10 Rules for Resumes & 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 personality. Write like you want people to read what you are committing to paper and 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

Try to keep the volume of information easy to digest.

6. Use your own words and expressions

There is no manual for this, so use your own phrasing.

7. Call upon actual experiences

Draw on one or two actual episodes or events, 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

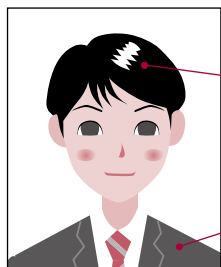
Do not shape history to make your own contribution look more than it was.

10. Once you have finished, read what you have written

- Is your photograph attached to the resume in the correct manner?
- Is the resume 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.
- Do your sales 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!)

Resume Photo Advice – photo taken within the last 6 months



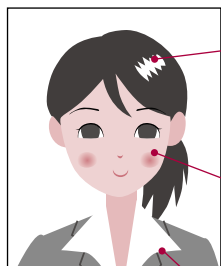
[For Men]

Hairstyle

A short haircut that allows the facial features to be seen is recommended. No bouffant hairstyles!

Clothing

Wear a suit (black or grey), a plain shirt (white) and a tie. Check your tie knot before the photo is taken.



[For Women]

Hairstyle

If your hair is in your face the overall impression can be too somber, so if your hair is long make sure it is tied back.

Make Up

Apply natural makeup. Do not wear earrings, ear studs or a necklace.

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 BOOTH of SELF-OPERATED MACHINE. Instead, get a professional to take your photo in a professional environment and request for the data / negatives of the photo, so that you can make copies later. This is also a more cost-effective way for students.



Japanese Rirekisho (Resume)

1. Points to note

(1) Items: Research topics and Hobbies

When quoting research seminars (try to include seminars that people would find 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) If your resume stresses your student years

Focus on what your primary goal (or interest) was 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, what relevance would this have to a company that hired you? Be persuasive and include concise accounts of actual events so as to help interviewers imagine how you could make use of what you learned, in the company. (Up to approx. five lines)

(3) Your Personal Strengths

Firstly, 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 pick on issues not mentioned in section (2) above; this will give you more things to talk about during the interview (max. 5 lines)

(4) Qualifications, Internships, etc.

Regarding the qualifications you hold, state their official names and the dates of your acquisition. State clearly the company name, duration and location of any internship positions; make sure it is easy to understand.

(5) Make use of the 'Any Other Comments' space

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 resumes are checked by someone who will never meet you face to face. Based on your resume you may be called to interview then asked about the statements therein. Content that doesn't get its message across does not do anything for you. Have your seminar teachers, Career Office staff, family and friends take a look at your resume and get some feedback.

3. Other items to deliver

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. At APU, in April and October every year, students are entitled to a free health check, 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."

Sample of a Japanese Rirekisho (Resume)

Fill in your resume or self-introduction sheets, 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 and correctly 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 AJIA RITSUO		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 (××××××××)	
氏名 (漢字) 亜 細 亜 リ ツ オ			
生年月日 1997年 7月 20日生 (満 20歳)	性別 男・女		
フリガナ オオイトケンベツシジュウモンジハル 現住所 〒874-XXXX 大分県別府市十文字原〇丁目〇番			
電 話 0977-78-XXXX	携帯電話 090-1234-XXXX	E-mail (携帯メールアドレスなどは記入不可) XXXX@apu.ac.jp	
フリガナ 連絡先 〒 (現住所以外に連絡を希望する場合のみ記入) 電話・E-mail			

Start from graduation year of your High School.

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) then 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 then don't omit it on your resume.

Include your faculty, department and major

年	月	学歴・職歴 (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. Regarding information on studying abroad for less than one year, write it in the column for free description.

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. ※印のところは、該当するものを○で囲む。 4. 学籍番号欄については、学内への提出の際に活用してください。

In your resume and E-mail (in written), the expression of "Your company" is always 貴社 (Kishya). Over the phone and other conversational situations, the expression of same is 御社 (Onshya)

Try to express things in your own words. Try and write two of the following 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 to explain to a potential employer 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で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、大会の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知りました。

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。私が入部し、仲良くなりたいたいという理由は「人」というものへの好奇心ではないかと思っています。多くの人に出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	内容	年	月	内容
2015	7	普通自動車第1種運転免許			
2016	12	日本語能力試験 N1 ○○○点			
2017	10	TOEIC ○○○点			

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

立命館アジア太平洋大学

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, based on which they will narrow down which applicants that fit them the best. Please pay more attention on earning an interview with the company, so that you can talk more about your experiences and convince the interviewer that you are the best fit for the position and the overall company! Conducting research online is a MUST and gather info about various formats that would help yours look good to anyone! It is very important to be creative and unique in writing your resume too. Avoid writing it in a rush and take time to get it proof-read and make sure you are very confident presenting it and 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 printout 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-analysis 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 by checking your Resumes, CVs and Cover Letters. Please come to the reception, call us or send an email to submit your Resume and get an appointment to further discuss about it. For more details on how to apply for this service refer to the 'Individual Career Counseling' section on P.78.

※ We require two to three days to go through your documents which you require to be proof-read.

Sample of an English Resume

Type your name at the top in a large font. You want people to remember it.

Attach your photo here, if required.

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

Career Focus

With my study abroad experience, living and working in diverse communities, communicating in three languages on a daily basis, I believe I possess the resourceful characteristics required for this position. This experience is a necessity for my career objective, which is to become a financial accountant in five years from now. I strive to improve and enhance my skills every moment possible and believe this opportunity will influence my career development and provide a platform to showcase my skills and talents, while challenging new experiences.

Education and Coursework

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
Relevant coursework also includes: International Management, Financial Accounting, Japanese Production systems, Business Ethics, Global Human Resource Management, etc.

List the month and year you entered APU, when you will graduate, your GPA (if it is over 3) and some examples of relevant coursework you have taken.

Extra and Co-curricular experience

INTERNSHIP– JICA as Administrative staff Jul 2016 to Aug 2017
VOLUNTEER– Various local exchange activities of teaching English Mar 2016 to Present
 language and sharing Indonesian culture with locals in Beppu and Oita
CLUBS AND CIRCLE ACTIVITIES ON CAMPUS
 Member – Indonesian Traditional Arts Circle Feb 2015 to Present
 Participant – Indonesian Week (cultural festival) 2015 to 2017
 Sri Lankan Week (cultural festival) 2015 to 2017

If you are a new graduate you won't have any professional work experience so you need to focus your resume on other things like volunteer work, accomplishments etc.

Summary of relevant skills

LANGUAGE

- Indonesian – Native
- English – Advanced (TOEIC 880/990 – Dec 2015)
- Japanese – Business (JLPT N1 – Dec 2015)

IT

- Microsoft Office packages
- Adobe software

OTHER

- Analytical Reasoning
- Effective time management
- Strong organizational skills
- Complex problem solving
- Flexible team player
- Superior research skills