

4. Work To Be Done

4-1 Self-Analysis & Understanding

Self-analysis is the most important part of job-hunting activities. Without knowing who you are, what your strengths are, and what your core values in life are, you are not able to present yourself effectively to recruiters. In job hunting, you need to select a career that suits you from among the many companies and jobs that exist in the world, and get a job offer from a matching company. In order to do so, “self-analysis” is an essential tool.

Why Do We Need This?

In order to present yourself to recruiters in an effective way, self-analysis is essential.

Job-hunting activities are like sales-promotion activities. For example, when you sell a product, you need to know all about the product in the first place. You can't make a good sell of an unknown product. You must know the good and weak points of the product and formulate a sales strategy to sell it well. Job-hunting activities are the same; you need to know about your strengths, weakness, your interests, and prepare well for the online test, entry sheets, and interview screening.

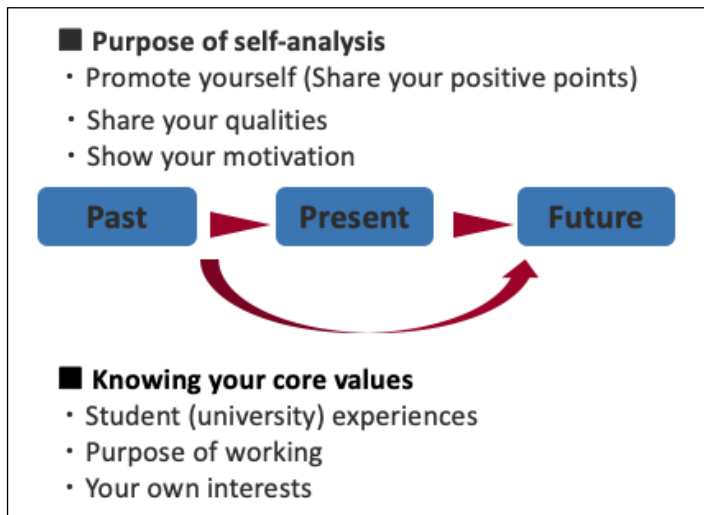
When Do We Need to Get Started?

In self-analysis, there is no definition of when to start or when to finish. Knowing yourself can apply to not only your job-hunting activities, but also your further career plan. So you can start doing self-analysis at any time; you may even start from your first semester at Waseda University. In terms of job hunting, it is important to start self-analysis BEFORE the actual screening process start. This does not mean that you cannot proceed to the next stages in job hunting because you have not completed your self-analysis, but it is preferable to start at an earlier stage of your job-hunting activities. The important thing is to simultaneously act and think deeply.

How Do We Do Self-Analysis?

What you need to do for self-analysis is to look at yourself objectively and consider your positive points that are appealing from the company's standpoint. Japanese companies do not evaluate you only by your current skills, and academic record; they judge you based on whether you have the potential to grow and contribute to the company. Therefore, you need to take an objective look at your past experience such as studies, circle activities, and part-time jobs. Then analyze your strengths and weaknesses, behavioral traits and your role in a team setting. Gain the interest of the company by sharing your character, positive points, attitude, and so on. Note that companies recognize these points. The important thing is for you to describe the motivation accurately, linking your own values and skills.

The diagram is a summary of what was explained above.



Let's start together! Self-analysis does not have to be lonely work. Along with your individual analysis work, ask your family, friends, and career center staff for help. Here are some activities that you can do for self-analysis:

1. Watching a self-analysis seminar on CourseN@vi / Waseda Moodle*
2. Worksheet activities
3. Individual consultation
4. Ask your family and friends about your strength and weakness and what kind of person you are. You may discover a new side of yourself from other people's points of view.



■ Self-Analysis

Your interests



P. 27



List what you like and what are interested in. Also, write down the reasons. In job hunting, let's clarify your own axis (values, values).

Your thoughts and actions



P. 28

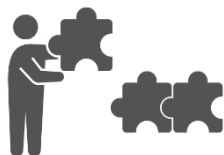


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Let's look back on your past: university choice.

Your strengths and weaknesses

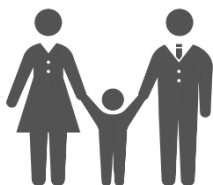


P. 30



Find out your strengths and weaknesses.

Your core values



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How do you want to spend your life? Check the items you cherish.



Knowing yourself does not have to be lonely work. Ask your family, friends, or career center staff what kind of person you are, what are your strong points/weak points.

Sheet 1

Your interests

List what you like and what are interested in.

Also, write down the reasons. In job hunting, let's clarify your own axis (values, values).

Your interests	Reasons
State the common points from your list above	



When you look back on your past, you can recognize your action pattern, thinking pattern, and your core values.

Sheet 2

Your thoughts and actions

Let's look back on your past: university choice

The reason you decide to study at Waseda University	The reason you decided to study in Japan

Summarize your past and present experiences in the following table.

	Junior high school	High school	University
Main activities and experiences			
What influenced you (people, environment etc.)			
What you succeeded in			
What is your main weakness, and how are you going to overcome it?			
How do you see your future?			



Express in your own words how you thought about and what actions you took toward certain circumstances or problems.

Sheet 3

The following questions are questions commonly asked by recruiters.

What I worked hard on during my university days (academic work)	What I put effort into when I was in college (other than academic work)
Effort	Effort
The most difficult thing in that	The most difficult thing in that
What actions were taken to overcome the hardship	What actions were taken to overcome the hardship
Results and lessons learned from it	Results and lessons learned from it



Find your characteristics by asking your family, friends, or career center staff. You may find unknown characteristics!

Sheet 4

Find out your strengths and weaknesses

Your strengths	Story

Your weaknesses	Remedial measures



Your core values will differ from those of others.
Find out what are the most important values for you.

Sheet 5

Core Values: What kind of life you want to live

How do you want to spend your life? Check the items you cherish.

- ☐ Individualism
- ☐ Want to have a strong influence on people
- ☐ Social fame
- ☐ Diversity
- ☐ Salary
- ☐ Reward
- ☐ People
- ☐ Corporate culture
- ☐ Popularity
- ☐ Working place
- ☐ Work-life balance
- ☐ Other

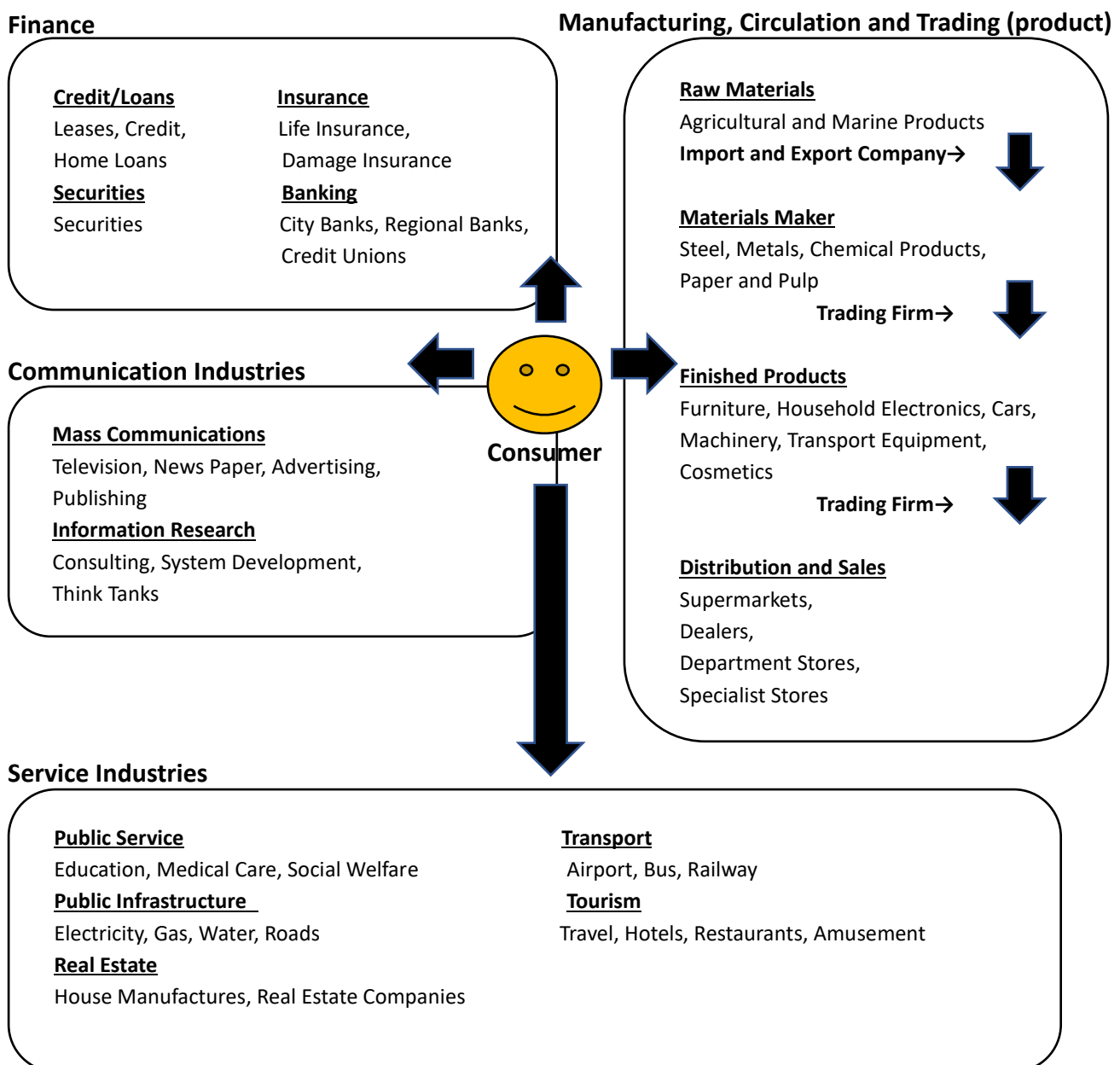
What you think it is the most important item from the above

	Most important value for you	Reason
1		
2		
3		
4		
5		

4-2 Broadening Your Company and Industry Knowledge

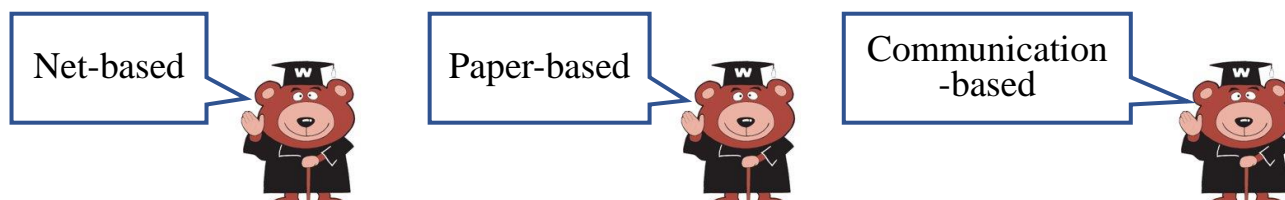
While you conduct self-analysis, you should look into industries and professions as well. There are many kinds of jobs in society that you are not familiar with. In order to make a sound choice, you need to learn about them. It is only during the job-seeking season that you get the opportunity to hear first-hand experiences from people in various industries and corporations. Do not rely simply on the first impression and hearsay about companies when making your decision. Instead, you should get information from as many reliable sources as possible.

The companies that offer services or products that we connect within our daily lives are called “business and customer” companies. However, there are a lot of stages before a product or a service reaches us.



4-3 Methods to Research Industries, Corporations & Types of Business

Gathering information is an essential part of carrying out industry and company research. Using the internet to search for information has become the norm, but note that this is very one-dimensional. It is also important to use business magazines, newspapers and books, and also carry out some actual legwork by visiting alumni who are working in the companies or industries in which you are interested.



Net-based

① MyWaseda

You will be able to access MyWaseda to gain information and apply for a position.

For more details, please refer to “4-5 Recruitment Resources on MyWaseda.” (☞P. 43)

② Waseda University Library’s Database/Online Journals/Nikkei Telecon 21/Toyo Keizai Digital Contents Library (DCL)

You can access various databases from the Waseda University Library official website. (☞P. 35)

③ Official Corporate Websites

Recently, fewer companies are publishing paper-based corporate guides, thus accessing corporate websites have become the basic way to learn more about companies, as they are updated regularly.

④ Job-Hunting Information Websites

You can register to attend various seminars and apply for job vacancies open to the public.

For more details, refer to “2-6 Organizations and Agencies Supporting Job Hunting.”

(☞P. 16)

Paper-based

① Reference Books

There are various books that will prove helpful in your job-hunting activities.

Company/Industry research	Web test	Interviews
四季報 Shikiho	SPI 問題集 SPI-Mondaishu	絶対内定 20XX 面接の質問 Zettai-Naitei-20XX Mensetsu-No-Shitsumon
図解入門業界研究 Zukai-Nyumon-Gyokai-Kenkyu	Web テスト完全突破法 Online-Test-Kanzentoppaho	絶対内定 20XX 面接の質問 Zettai-Naitei-20XX Mensetsu-No-Shitsumon

*Borrowable at the career center

② Newspapers and Business Journals and Magazines

It is a good idea to read newspapers, business journals and magazines so that you keep up with current financial and business trends.

E.g.) Nikkei Business, Shukan Diamond, Shukan Toyo Keizai

③ Company Pamphlets

A number of companies publish official pamphlets aimed at the students.

Communication-based

① Seminars and Recruitment Talks

You will learn about industries and companies directly from human resources personnel and have the opportunity to have your questions answered.

② Visit Waseda University Alumni (OB/OG)

This is an efficient way to hear firsthand about the reality of working and the job. For more information, refer to “4-4 Alumni Visits.” (👉 P. 39)

③ Career Enhancement Events Organized by the Career Center

The career center organizes various career-related events such as On-Campus Recruitment Talks,

Foreign (*gaishi-kei*) Consulting Industry Seminars, Alumni Career Talks and Knowing Foreign Companies, conducted in English. For more details, visit our official website.



Knowing Foreign Companies



Foreign Consulting Industry Seminar



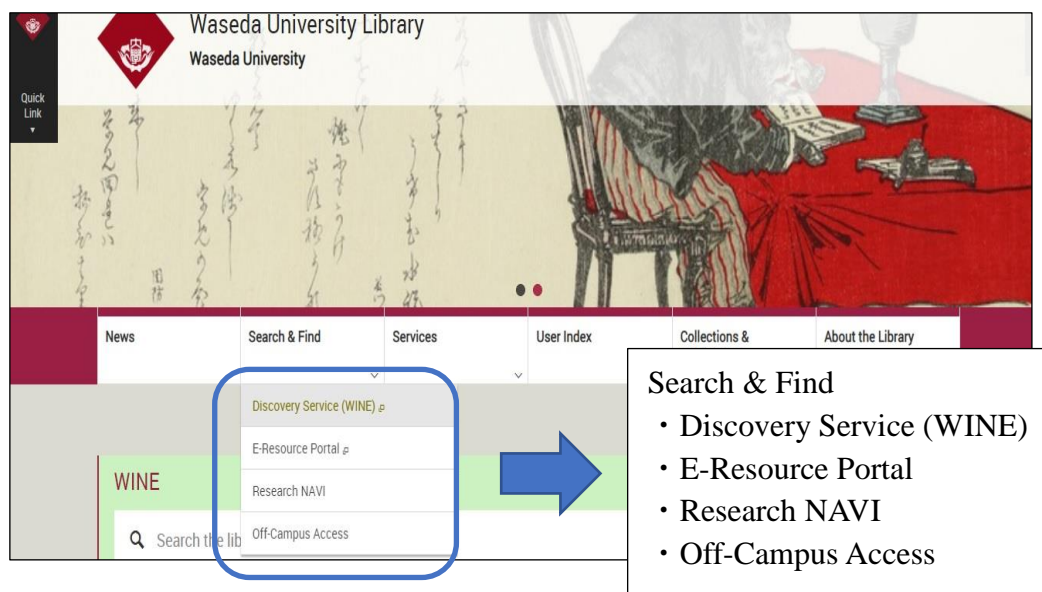
Alumni Career Talk

Note

Most communication-based career events are expected to be held online for 2022 graduates in response to COVID-19.

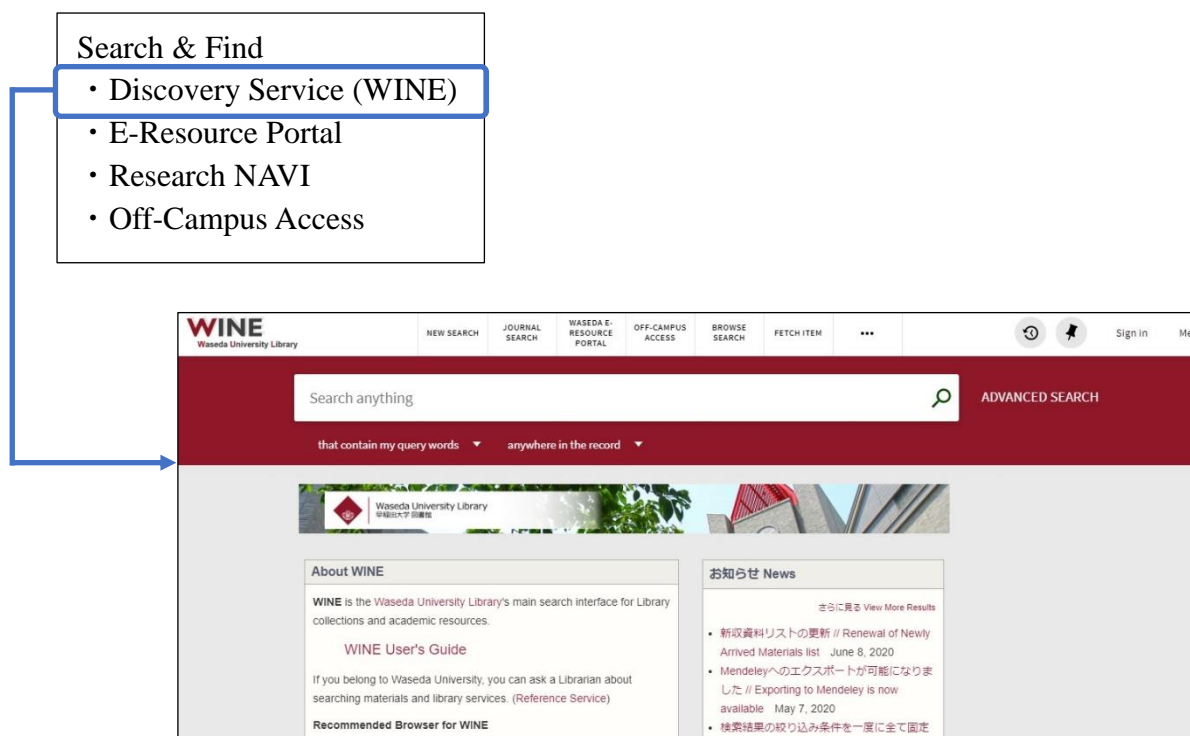
Company and Industry Research through Waseda University Library

Waseda University Library has a wealth of materials and databases that are useful for gathering information. The number of books about companies and industries is one of the largest among Japanese universities. Take advantage of the benefits of being a Waseda student.



■ WINE

You can search for books, magazines, newspapers, etc. held by Waseda University by using WINE. Try various things such as "keyword search" and "newspaper list."



👉 Point 1

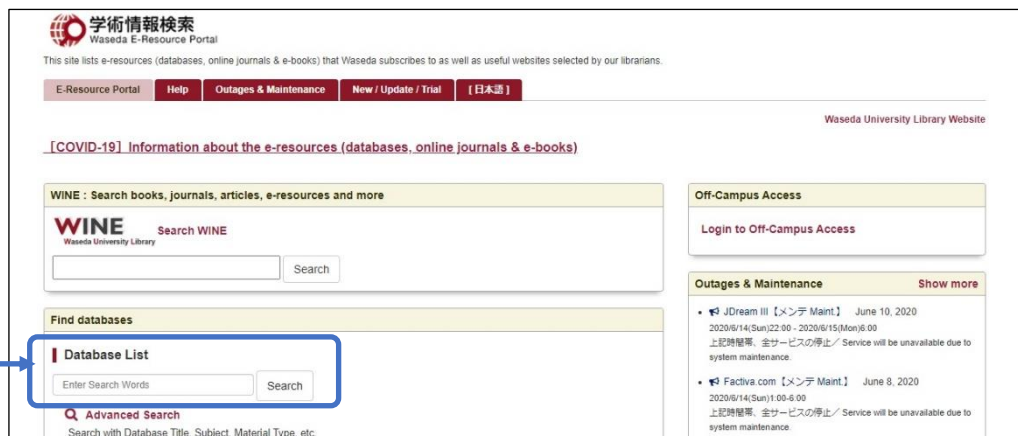
Sometimes the idea of the founder of the company is made into a book, and corporate trends are featured in magazines and newspapers.

■ Database

The database that Waseda University has a contract with is rich in content both in terms of amount and variety. Access it from the Database List.

Search & Find

- Discovery Service (WINE)
- E-Resource Portal
- Research NAVI
- Off-Campus Access



*Sample of Search Results



*Nikkei-telecon Membership Business Database



*Toyo-Keizai Digital Contents Library



Point 3

The databases of these two companies cannot be excluded for corporate and industry research. Indeed, they are MUST-HAVES for job hunting. Depending on how you read the available information, you can see the “realities” of a company.

Company Research Sample

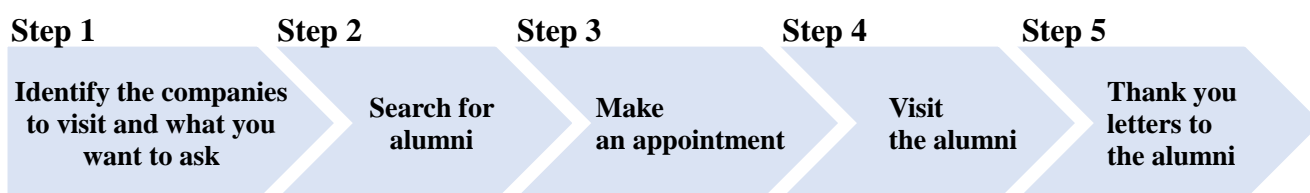
Company research (企業研究)	
Company name (企業名)	WASEDA Co., Ltd.
Basic information (基本情報)	
Name of representative (代表者氏名)	Career Taro
Management philosophy (経営理念)	<ul style="list-style-type: none"> • Creative innovation • Make the world connected
Business content (事業内容)	●●●●●
Sales (売上高)	●●●●●
About the business (事業について)	
Main product/Main service (主力商品/主なサービス)	<ul style="list-style-type: none"> • ●●●●● • ●●●●●
Vision/Mission (事業方針)	<ul style="list-style-type: none"> • ●●●●● • ●●●●●
Competitive advantage/disadvantage (強み/弱み)	<ul style="list-style-type: none"> • ●●●●● • ●●●●●
Target/Market (ターゲット / 市場)	●●●●●
Competitors (同業他社)	<ul style="list-style-type: none"> • ●●●●● • ●●●●●
Recruitment information (採用情報)	
Job introduction (職種説明)	<ul style="list-style-type: none"> • ●●●●● • ●●●●●
Ideal candidate profile (求める人物像)	<ul style="list-style-type: none"> • ●●●●● • ●●●●●
Conditions regarding vacant positions (応募要件)	<ul style="list-style-type: none"> • ●●●●● • ●●●●●
Application deadline (応募締切日)	MM/DD/YYYY
Screening schedule (選考スケジュール)	First Selection (GI): March 15, 2021 Second Selection (II): April 7, 2021 Final interview (II): April 23, 2021

4-4 Alumni Visits

Visiting alumni is one of the methods of researching a company in which you are interested. Speaking directly with alumni can open your eyes to perspectives and opportunities in your desired career field. Alumni can give you advice and firsthand information that cannot be found in corporate brochures or on company websites. It would be very helpful to learn from their job-hunting experience to advance your own activities.

*University alumni are called “OBOG” in Japanese English, which stands for “Old-Boy & Old-Girl.” (This is not an example of Japanese English referring to the elderly.)

Steps for Alumni Visit



Step 1 Identify the companies to visit and what you want to ask

It is important to be specific in terms of what you want to know before you start searching for the appropriate alumni.

Prepare your questions

[Example 1] To learn more about the contents of the job and career path

It will be helpful to find alumni who have three to eight years of work experience. They may have experienced multiple positions at the company, and you will be able to gain broader information about the job from them.

[Example 2] To learn about recruitment trends and the work of junior employees

Alumni who are in the first or second year will still be familiar with the latest trends in the job market. You will learn about how they play a role in the company as new employees. In addition, you will be able to pick up firsthand information that you may not be able to gain in the recruitment session.

Step 2 Search for Waseda University graduates



① Use your own network

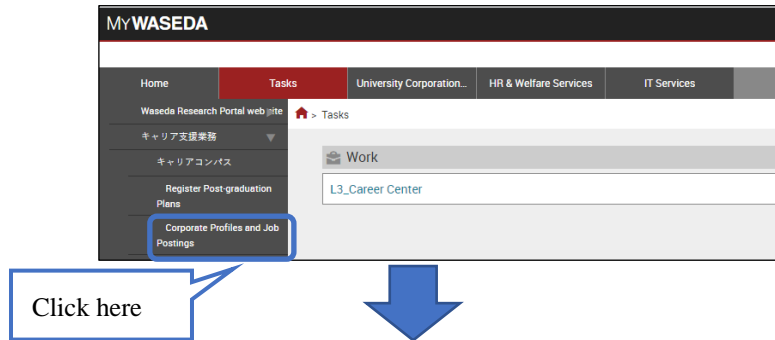
Ask someone who knows of any alumni: Friends, family, classmates in your seminar class or circle, Waseda professors and staff.

② Access the latest Alumni List on MyWaseda

You can access the latest alumni lists (OBOG-meibo) on MyWaseda. Paper-based alumni lists that have been provided by around 30 companies are also available at the counter of the Career Center Office.

1. How to access the Alumni Lists on MyWaseda

Log in to MyWaseda → Student Affair → Corporate Profiles and Job Postings



Search for companies. If you have decided the company you want to search for, enter the company name in フリーワード検索.

*This service is currently available in Japanese only.



There is an item “卒業生” in the company profile (会社概要).

You can access the alumni list when the PDF mark is clicked.



Please note that not all corporations share lists with Waseda University.

Due to increased awareness of privacy, fewer companies are providing such lists recently.

If the company does not provide the list, it is shown as 名簿：なし in the item.

2. Search for international students in the alumni list

You can find international students in the list.

Go to 検索 → 条件検索／詳細検索




Scroll down to 学校オリジナル項目 → もっと絞り込む



Check 留学生 OBOG → あり.

Then you can find companies that provide alumni lists including international students.

③ **Contact companies you are interested in**

If you cannot find any alumni at the company in which you are interested, try contacting the human resources department of the company directly. However, sometimes they may decline for the reason of personal information protection.

④ **SNS, Alumni-Matching Apps**

It is possible to make contact with alumni via social networking service (SNS) such as Facebook. Recently the number of students who use alumni-matching applications is increasing.

Take precautions when you use SNS or matching apps as personal information exchanges need to be carried out with a sense of self-responsibility.

Step 3 Make an appointment

The most common method is to make a direct telephone call to the workplace of the alumni. Remember they are on duty, so take care when calling not to cause inconvenience. In most cases, telephone numbers or e-mail addresses are not included in the Alumni List, so you need to refer to the company's website for contact details. In general, when you call the company's switchboard operator number (代表番号), you will be put through to the relevant division.

Etiquette for making an appointment

- Decide beforehand the dates and times you are available to meet the alumni
- Prepare your questions, statement of purpose
- Be ready to take notes
- The onus is on you to call the alumni, even if they offered to call you
- Avoid calling at the start or end of office hours and during lunchtime
- State your name, requirement and how you found them
- Express your gratitude for taking their time.

Step 4 Meet the alumni

■ **Meeting in Person**

Arrive at the meeting place 10 minutes prior to the scheduled time. Express your gratitude for them taking time out of their busy schedule to meet you and explain the purpose of your visit and ask the questions you prepared.

■ **Online**

Enter the chat room on time when you receive an invitation from the company. Send an invitation to the company with plenty of time to spare.

Step 5 Thank you letter to the alumni

Send a thank you letter/note to the alumni you met by e-mail or letter as soon as possible after the visit. You should describe how the meeting was productive for you and express your heartfelt appreciation in the letter.

4-5 Recruitment Resources on MyWaseda

Recruitment & Internship Information **in JAPANESE** via MyWaseda

Job postings and internship information for Waseda students are on MyWaseda.
Please read the following instructions.

Log in to MyWaseda → Students Affairs → Corporate Profiles and Job Postings

Click 「求人票・企業を探す」 to search for job postings and companies or 「インターンシップを探す」 to search internship information

You can narrow down the requirements and search.

MYWASEDA

Home | Classes | Research | **Student Affairs** | IT Services

Activities and Jobs for Students

MyPortfolio

Career Compass

Corporate Profiles and Job Postings

Schedule Tutor Sessions

Stories About Job Hunting

ID.taikenki PW.career

Register Post-graduation Plans

Student Affairs

Announcements

Activities and Jobs for Students

募集校舎を追加！【森塾】塾講師のスケジュール・ジョブ（アルバ）

Activities and Jobs for Students 2019/07/04 13:30 ~ 2020/03/31 17:00 学生生活課

早稲田大学

TOP | **求人票・企業を探す** | インターンシップを探す | 体験談を探す

早稲田大学・キャリアセンターからのお知らせ

！ = 重要なお知らせ

！ 2020/5/25 お知らせ NEW!

【5/25更新】5/26(火)以降のWEB個別相談手順の注意事項につきまして

求人票・企業検索 | インターンシップ検索 | 体験談検索

求人票・企業を探す 2021年卒

求人公開中の企業数：9,814社

新着：444社 > エントリー可能：8,490社 >

フリーワード検索

企業名や業種、事業内容、職種などを入力

クイック検索

☒ エントリー受付中

業種を選択

勤務地を選択

検索

早稲田大学

TOP | 求人票・企業を探す | インターンシップを探す | 体験談を探す

求人票 検索結果

| 検索条件

> 条件変更/詳細検索

その他こだわり条件

☐ 既卒者採用実績あり ☐ 外国人留学生採用実績あり

☐ 応対情報あり ☐ 有効期間外含む

You can also search for companies that have records of employing international students.

Recruitment & Internship Information **in ENGLISH** via MyWaseda

We receive job descriptions in English from some companies that are planning to hire English speakers. Some of them don't have a Japanese language requirement, however, the number is quite low.

How to find job descriptions.

Log in to MyWaseda → Students Affairs → Career Resources

Student Affairs IT Services

Career Resources

Circles and Other Extracurricular Activities

Grants and Scholarships

International Exchanges

Student Affairs

Alumni Association

早稲田ウィーグリー

▶ ■ インターンシップデスク	キャリアセンター
■ 公務員イベント資料	キャリアセンター
▶ ■ Internship & Recruitment in English (英語インターンシップ&求人)	Career Center
□ 進路データの提供に関する申請	キャリアセンター



4-6 Japanese *Rirekisyo* and Entry Sheet

What is a *Rirekisyo*?

A *rirekyō* is a formal document in which you enter your personal information including your education history and job history in order to introduce yourself. A Japanese *rirekyō* is different from an English résumé. This *rirekyō* is important as this will be used throughout the entire selection process. If a company requires your *rirekyō* to be handwritten, you should do so.



Tips

You may purchase a *rirekyō* form with a Waseda University mark at Waseda University co-op shops, although it is not an official *rirekyō* (we do not issue any “official” *rirekyō*). You can submit *rirekyō* in any format.



What is an Entry Sheet?

An entry sheet is a job application form. Corporations will review it and consider whether you are suitable for a position. The format of entry sheets vary depending on each company. Almost all companies require an applicant to submit an entry sheet at the initial screening stage. You will not be able to proceed to the next stage of a written test or interview if you fail to impress recruiters at this point. Many companies accept applications online these.

Differences between Japanese *Rirekisyo* and English Résumé

In a Japanese *rirekyō*, you include personal information such as a photograph, age, gender, nationality, and marital status, whereas you do not include them in English résumé. In an English résumé, you tailor it to match the job position for which you are applying. In other words, you include only experiences/skills or educational background relevant to the job position in your English résumé.

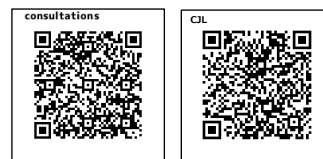
Checkpoints for Filling in a *Rirekisyo*/Entry Sheet

1. Use black ink (do not use blue ink or an erasable ink pen).
2. Do not use correcting fluid, tape. You need to rewrite the form from scratch if you make a mistake (especially when handwriting).
3. Do not leave any blank columns (fill in all columns, and fill more than 90% of every space).
4. Do not make up stories; tell your story in your own words.
5. Write specifically and concretely. Avoid using vague terms such as "いろいろな経験" or "たくさんの努力."
6. Read through what you written it over when you finish writing and check for misspellings or other mistakes, and confirm you have entered the submission date.

Did you make a copy of your documents? (To proofread before interviews.)

How Do I Brush Up My *Rirekisyo* and Entry Sheet?

You may book an individual consultation and Career Center staff will check and support your *rireki* and entry sheet. The Career Center will help you with contents, but not grammar checks. A Japanese grammar check and sentence improvement can be done at the Center for Japanese Language.



Preparation for Entry Sheet

Recruiters use the entry sheet to evaluate which applicants are qualified for interviews. So take your time when filling in your entry sheet; do not fill it in at the last minute. Remember that your entry sheet will be referred to from the first stage of the screening process through to the final interview selection.

Intention of Recruiters

Recruiters look at the entry sheet to decide whether you are qualified to proceed to further selection. So you need to make your entry sheet an attractive one so that recruiters want you to come in for the next selection stage. As the entry sheet will be referred to throughout the entire selection process, ensure you make several copies and bring them with you to interviews. Again, do not make up stories.

Frequently asked Questions and What Companies Look for

Here are some frequently asked questions by recruiters.

① 自己-PR (Self-PR or “self-promotion”)

Self-promotion is an important part of the hiring process. Instead of describing your own personal strengths, you must relate them to how you can apply those strengths within the company by using past experiences as a reference.

Points to check

- Are your strong points relevant to the job (company)?
- Does your episode match your appeal point?
- Are you expressing other positive characteristics besides being an international student in Japan?
- Are you describing yourself in a full, accurate manner?

② Your Motivation to Join the Company

If your reasons on interest in a particular company can be said about other companies within the same industry, companies will doubt your ambition to work at that company. Research information targeted specifically to that company and form strong connections to your skills and strengths.

Points

- Are you genuinely enthusiastic about working for the company?

- Have you done extensive research on the company?
- Do your interests match with the company's interests?

③ **Reason You Want to Work in Japan**

Japanese companies will ask you why you come to Japan and why you want to work in Japan. You need to prepare to answer this question in a full manner.

④ **What did you focus on during your university life and what did you learn from it?**
“Gakuchika (学生時代に力を入れたこと)” in Japanese.

The reason recruiters ask this question is that they want to know what motivated you to take the actions you took and how you think about things. They want to know your thought patterns so that they can know what to expect from you in terms of consistent thought patterns after joining their company.

⑤ **Other Questions**

As companies create their own entry sheets, these will vary. Check on websites what questions were asked in the past. Most of the questions in entry sheets may be found on the internet so that you can prepare for them in advance.

Sample Layout of a *Rirekisyo*

Use a black ballpoint pen to fill in (not blue ink).

If the “ふりがな” is written in hiragana, then write furigana in hiragana. If it is written in カタカナ, then write in katakana. Write furigana only over kanji.

Don't forget to fill in the date. The date should be the submission or posting date.

Photographs taken with a digital camera or smartphone are NOT acceptable. Write your name and university name on the back of your photo.

2020年3月1日作成

Write your address clearly in descending order from prefecture to apartment name, as well as your room number.

Check that there are no errors in the number, or typos in the email address.

Start from the year of your high school graduation.

If you have studied abroad, enter the names of the countries and schools where you studied. In principle, “studied abroad” means you studied abroad for a year or more.

Leave a space to make it easier to read if the name of the school or university you went to is in English (written in romaji). Do not write it in katakana.

Include your department and major.

List things that you have focused on in your studies.

List things that you have focused on in your student life.

List hobbies, specialties and qualifications. Write the full and proper names of any other qualifications, certificates, or licenses you have, including the date of acquisition.

List what you intend to convey to the company.

List your interests, experiences, and ambitions with respect to the company.

記入上の注意 1.鉛筆以外の黒または青の筆記具で記入
2.数字はアラビア数字で、文字はくずさず正確に書く

履歴書

ふりがな おう しゅうかつ 生年月日 1999年5月6日 (満21歳)

氏名 王 就治

ふりがな とうきょうと しんじゅくく にしわせた

現住所 〒169-0076 東京都新宿区西早稲田9丁目99番8号 紺碧アパートA号室
自宅電話 (XX) XXXX-XXXX 携帯電話 (XXX) XXXX-XXXX

E-mail X-XXXX@mx.waseda.jp

年 月 学歴・職歴 (各項目別にまとめて書く)

学 歴

2014 4 中国 World International School 入学

2016 6 イギリス Bridgegate High School 転入

2017 6 イギリス Bridgegate High School 卒業

2017 9 早稲田大学 政治経済学部 経済学科 英語学位プログラム 入学

2018 9 アメリカ合衆国 University of Pennsylvania に交換留学 (2019年6月まで)

2021 9 早稲田大学 政治経済学部 経済学科 卒業見込

職 歴 (インターンシップ)

2019 4 GenevaSS Ltd. 顧客対応・マーケティングリサーチ (現在に至る)

職 歴

なし

学業で力を入れたこと

学業以外で力を入れたこと

趣味・特技・資格 等

自己PR

志望動機

4-7 English Cover Letters and Resumes

What is a Cover Letter?

A cover letter is a self-introductory letter to a potential employer. In it, you need to describe how you match the job position and your motivation for the job. Along with the cover letter, a résumé can lead you to an interview. In principle, the cover letter should not exceed one page.

In a cover letter, you should include:

- State the job position you are applying for.
- Say when/how you learned about the position.
- Give the reason you are applying for the position, and how your background and your skills match it.
- Include experiences such as studying abroad or studies that you did not list in your résumé (of course they should be relevant to the position).
- Politely request an interview.
- Show your appreciation toward the recruiters for their time and consideration of your letter.
- Close your letter with a handwritten signature.



< Cover Letter in English>

<Sample Layout of Cover Letter in English>

Taro WASEDA
 1-24-1, Toyama, Shinjuku-Ku
 Tokyo 162-8644, JAPAN
 Tel: 03-3203-4332
 Email: iltkhrd@xoxo.waseda.jp

September 1, 2021

Personnel Division
 WASEDA University International Corporation
 Tokyo 169-0051, JAPAN

Dear Madam/Sir (specific name or title, if known):

I am writing to apply for a training management position advertised in the WASEDA Times on August 15, 2021. I am very excited about the field of education, and would welcome the opportunity to bring my background to it as it appears to match your stated requirements.

I am a student in the School of Education at WASEDA University, and as shown in the enclosed résumé, my academic career has enabled me to prepare for a career in management. My major is Education Psychology, and I also attended an internship program at XXX (company name) for one month last summer. During the internship program, I worked in the Training Department and gained experience in student management. I can apply with the position with full confidence because my major and experiences match the demands of WASEDA University International Corporation.

Thank you very much for your consideration. Further details are included in the enclosed résumé, and I am looking forward to meeting you in person with respect to my interest in the position.

Yours Sincerely,
(Signature)

Taro WASEDA

Résumé enclosed

What is a Resume?

A résumé is the first impression that a potential employer will have of you. Present your background and skills in a way that captures their attention by following the tips given in each of

the sections below.

What do I Include in a Resume?

Your personal information

Includes name, address (permanent and temporary), telephone and e-mail. If you have an e-portfolio, professional blog or LinkedIn profile, you may choose to include that information as well.

Objective

Briefly stated position, industry and relevant skills.

Education

List your education history from the top down (reverse-chronological order). In this section include the schools you attended, graduation dates or attendance dates.

Employment history

EXCLUDE part-time jobs and internships. Include only when you have a full-time employment history to write about.

Other relevant activities

You may enter your internship experience here.

Accomplishments

List related coursework, scholarships, and honors.

Qualifications/licenses

List your Japanese language score/English score, any other licenses that are relevant to this job position.

Professional affiliations

List the names of organizations you joined (not student circles like affiliated academic societies).

Tailor Your Resume

You need to tailor your résumé every time you apply for a job position so that you make your résumé a more appealing and attractive one.

How do I Brush up My Resume and Cover Letter?

You may book for an individual consultation, and career center staff can check and support your resume and cover letter.



<Résumé in English>

Taro WASEDA

Email: iltkhrd@xoxo.waseda.jp

1-24-1 Toyama, Shinjuku-Ku
Tokyo 162-8644, JAPAN

Residence: 03-3203-4332
Mobile: 81-070-XXXX-XXXX

Objective

I am seeking an opportunity to fill your training management position. As a dynamic and results-oriented student, I will be able to contribute to the productivity and profitability of the company (*organization/establishment*) in the long term.

Education

WASEDA University / Tokyo	April 2018 – Present
School of Education (Major: Education Psychology)	
WASEDA SHIBUYA Senior High School/Singapore	April 2015 – March 2018

Employment History (if any)

Other Relevant Activities

Internship (Training Department, XXX)	August 2019 – September 2019
---------------------------------------	------------------------------

Accomplishments

WASEDA University Full-Coverage Scholarship	June 2018 – Present
WASEDA Entrepreneurial Business Design Contest	
- Awarded Silver Medal	May 2018
Inter-High School Speech Contest in French	
- First Prize Winner	September 2017
Inter-High School Water Polo Champions	November 2016

Qualifications / Licenses

Japanese Language Proficiency Test JLPT (N1)	July 2019
TOEFL (iBT) – 118/ 120	January 2019
English-French Interpretation & Translation Certification	December 2018
Driver's License	October 2017
Taekwondo Black Belt	February 2016

Professional Affiliations (if any)

Interests/ Hobbies

Depending on the nature of position for which you are applying, this segment can be omitted.

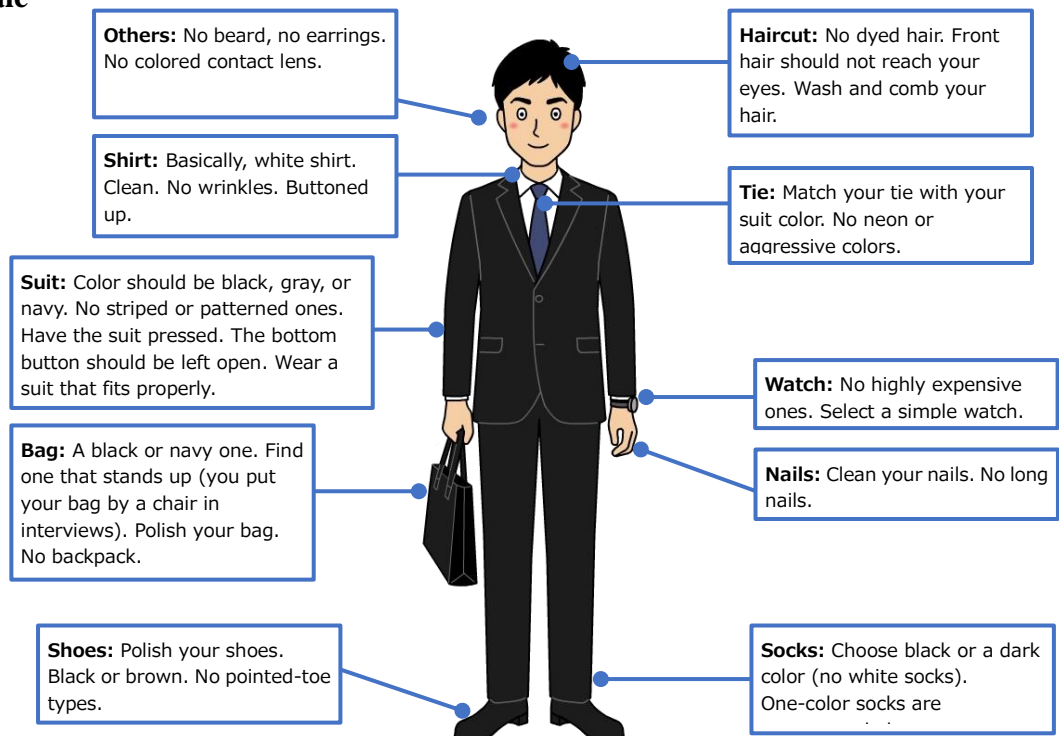
4-8 Business Manners

Dress for Success

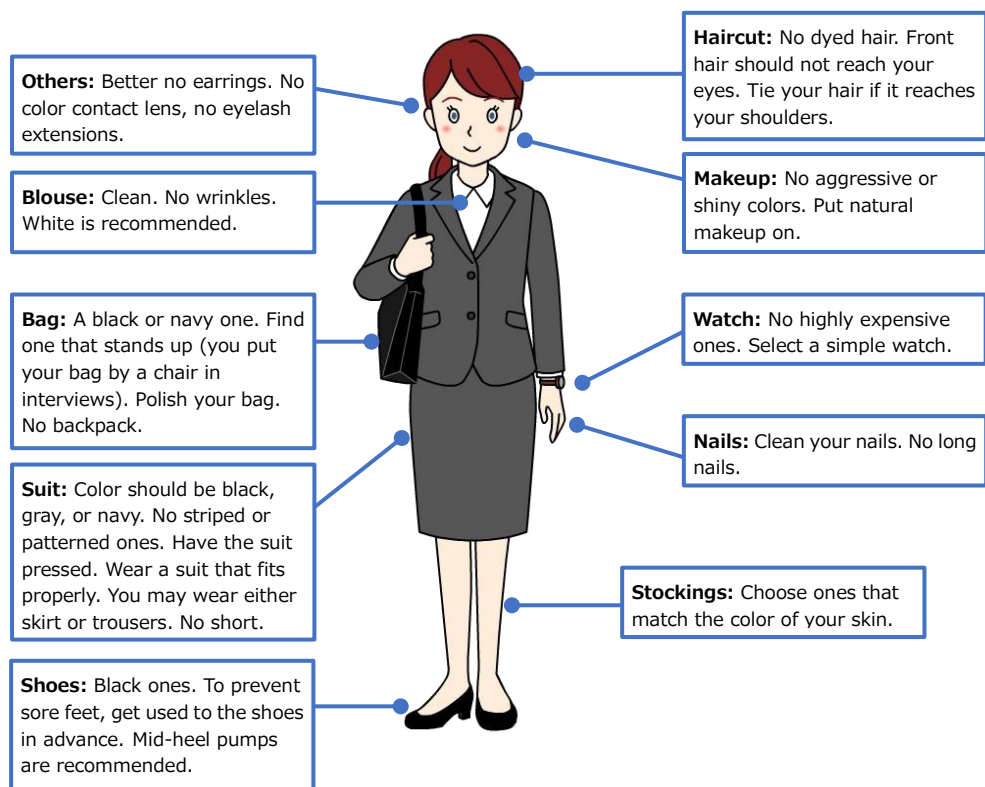
Grooming and dressing are an important part of job-hunting activities. The purpose of dressing appropriately is to give recruiters a good impression of you being able to adjust your clothes and behavior in a way appropriate to being a member of society.

The key words to dress for success are “clean and neat.”

■ Male



■ Female

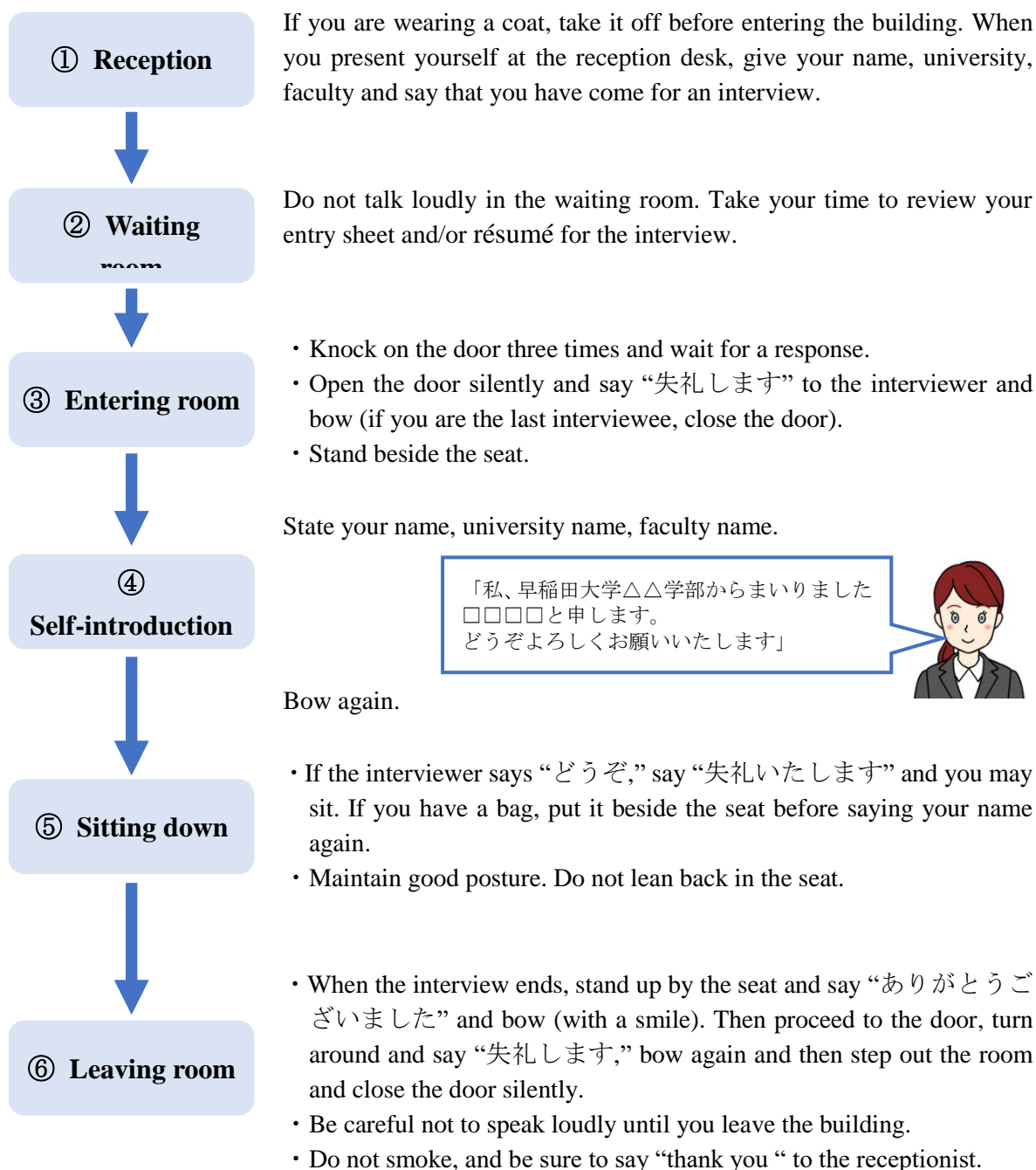


4-9 Interview Preparations

The Purpose of Interviews

The interview in the recruitment test is the first scene in which a company encounters a student. It is also the place for applicants to determine if the company is suitable as the first step in a career, whether the applicant is a person who will be beneficial to the future of the company, or a person who is better suited to a fellow company. Even though it only lasts a short time, it is a very important scene in which to get to know each other.

Interview Flow (From reception to leaving the room)



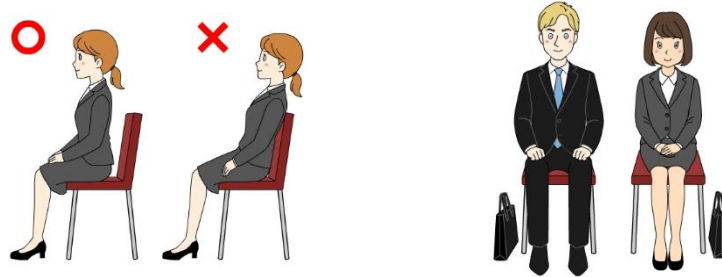
Interview Manners

Before the interview

- Check the interview location and time and how to get there (by train, bus, or on foot) prior to the interview day.
- Check what to bring on the interview date. Make sure to bring a copy of your *rireki* and entry sheets for reviewing.
- DON'T BE LATE. If you are going to be late, make a contact with the human resources department immediately and tell them the reason for the delay and the estimated time of arrival.

During the interview

- Speak clearly and make sure you greet everyone.
- Do not lean back in the chair
- Look the interviewer in the eye when you talk and answer questions. Keep in mind that you need to communicate with the interviewers, not just recite what you have memorized when answering.



After the interview

- Make sure not to talk loudly. Do go for a smoke immediately after the interview.
- Put on your coat (if you have one) after leaving the company's building. Until then you need to carry your coat.

Interview Types

Individual interview



The most common style of interview. You may be asked for your self-promotion, the motivation for working in the company, and about yourself. Prepare well.

Group interview



In a group interview, multiple students are asked the same questions and are required to answer one by one. The purpose of this interview style is to compare students. Focus on the questions, and do not get a negative influence from other candidates. A good listening attitude when others are talking is important.

Group discussion



A group discussion is a discussion about a topic or theme that summarizes the final conclusions of the group. The main points are “personality” as a working person, such as coordination, leadership, and communication ability; and “personal ability” such as logicity and knowledge. Companies are looking for people who want to work together through their performance in group discussions.

Tips:

- Clarify the purpose of the discussion.
- Define your own role within the group. (Look around and respond flexibly.)
- Listen carefully to other people's stories, and develop your own thoughts and opinions, then state them firmly.
- Try to speak using bright and polite language.
- Speak to people who are not speaking in the group.
- Share the knowledge you have with the group.
- "Enjoy!"

Presentation



Each student will present her/his opinion or plan in front of the interviewer on the theme (notified in advance or on the day). Problem awareness, logical thinking, knowledge and expressiveness are required.

Online interview



The content is the same as a personal interview. The difference is that you need to position yourself in a quiet place (generally at home).

Dress code

Even though at home, it's an interview. Be sure to wear a suit and take care about your appearance.

Background

Check the background shown on camera. It's not good if it's messy or weird posters are stuck on the wall. Clean up the room and sit facing the interview.

Lighting

If the room is dark. Make sure you have adequate lighting and check in advance that your face is clearly visible.

Sound

Make sure the volume of the microphone is appropriate. Make sure there are no external sounds being picked up by the microphone, and if something is amiss, take measures such as soundproofing and muting, or change location. If you have a family, explain in advance that you will have an online interview and ask for your cooperation during that time.

Camera

Adjust the position of the camera so that you can see your face properly. Be sure to look at the camera, as it is easy to look at the computer screen. If you look at the screen, your eyes will look downward, and you may not be able to see the line of sight with the interviewer, which may give a bad impression. Please be careful.

Others

Be sure to turn off your mobile phone before an interview. Be careful not to relax too much because you are at home.

Interview Questions That Will Be Asked

The interviewer will ask you various questions to evaluate your suitability for the company, or the job position. In order to answer those questions, you need to prepare well beforehand. Self-analysis and company research are important factors for preparation.

■ Sample Questions

- Why did you decide to come to Japan?
- Why did you choose our company?
- Tell us about yourself (自己 PR)
- Tell me your strengths and weaknesses.
- What did you focus on the most during your university time?
- What are the most difficult thing to overcome during your lifetime? How did you get over it and what did you learn from it?
- Tell me about recent news that interested you the most?
- Tell me about yourself in 10 years' time.
- What work do you want to do after entering our company?



Tips

- Check whether you can answer all of the questions effectively (meaning that you are able to make yourself sound appealing by answering the questions).
- Mock interview practice is a must-do!

Reserve an individual consultation at the Career Center to improve your interview skills.

(☞P. 3)

Interview Questions That You May Ask (逆質問)

In interviews, recruiters require you to ask questions of them. This is a good opportunity to learn about the company and to demonstrate your interest to the recruiters. Prepare at least three to five questions.

■ Company research is important!

In order to ask questions, you need to research the company (do not ask questions on the company's website. This would reveal that you did not prepare well and shows a lack of appropriate interest in the company). You can show how well you've done your homework by asking questions that emphasize the content you've learned about the organization. For example, "I've read that your organization is expanding service offerings. Would this be an opportunity I could assist with?"

Questions You May Ask of All Companies

- What is your most recent achievement in your current work?
- How would you describe your team?
- How has your image of your company changed since joining the company?
- How would you describe a typical day at work?
- What are the things you like least/most about working there?

4. Work To Be Done

4-10 Sample of E-mail Communicating with a Company

E-mail is one of most common communication tools—not only during job hunting but also in the real business world. Since there are unique, but really important manners, when it comes to writing e-mails in Japan, use the guidelines and samples below to ensure that your messages are written in a professional manner.

Points to Note When Writing E-mails

- Make the subject clear and use a simple title so that recipients can easily differentiate your message from a significant volume of other e-mails.
- Separate the contents into paragraphs to make sure it can be read easily.
(e.g. self-introduction – main point – background – closing).
- Make sure that there are no typos or missing characters. Check everything before you send it.
- It is preferable not to use a free e-mail service, but to use waseda-mail or one from an e-mail provider to avoid your message being filtered into spam-mail folder.
- Check your e-mail box frequently so as not to miss important message from companies, respond immediately to all e-mails received.
- Respond ALL including CC (Carbon Copy) , unless it is a personal interaction.

Samples of E-mails:

① Requesting a Company to Send Information

<p>資料請求のお願い</p> <p>〇〇〇〇株式会社 人事部 採用チーム 〇〇様</p> <p>初めまして。 私は早稲田大学〇〇学部x年のワセダクリスと申します。</p> <p>突然ご連絡を差し上げ大変失礼いたします。 現在私は就職活動で〇〇業界の企業研究を行っており、 〇〇という点で貴社の仕事に大変興味を持ちました。</p> <p>つきましては、貴社が「会社案内」等を発行していっしやいましたら、 1部頂戴できましたら幸いに存じます。</p> <p>ご多忙のところ大変お手数ですが、下記署名記載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。</p> <p>=====</p> <p>ワセダ クリス 早稲田大学〇〇学部 〒XXX-XXXX 東京都〇〇区〇〇町X-X-X TEL: 080-XXXX-XXXX E-Mail: XXXX@XXX.waseda.jp =====</p>	<p>Simple and clear subject</p> <p>Recipient name and affiliated department</p> <p>Start the message with a self-introduction</p> <p>Write the main points of the message in a simple manner.</p> <p>Put a signature at the end of the e-mail with your name, school and contact information.</p>
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② Requesting a Company to Introduce Alumni (OB/OG) Employees

OB・OG紹介のお願い

株式会社〇〇〇〇
人事総務部 御中

初めまして。
早稲田大学〇〇学部x年のワセダクリスと申します。
突然のメール失礼いたします。
現在、20xx年新卒採用に向けて、就職活動しております。

さて、この度は貴社に勤務されている早稲田大学出身の先輩をご紹介頂きたく、
連絡させていただきました。
これまでに培った〇〇を活かし、〇〇できる企業への就職を希望しており、
業界・企業研究を行う中で、貴社の〇〇という点に非常に興味を持ちました。

ぜひ、先輩とお話しする機会を頂き、貴社への理解を深めたいと思っております。
ご多用中、大変恐縮ではございますが、ご検討いただけますと幸いです。
どうぞよろしくお願いいたします。

=====

ワセダ クリス
早稲田大学〇〇学部
〒~~XXX-XXX~~ 東京都〇〇区〇〇町X-X-X
TEL: 080-XXXX-XXXX
E-Mail: XXXX@XXX.waseda.jp
=====

If you do not know the name of the person in charge, write “御中 (On-chu)” after the department name instead of “様.”

③ Requesting for a rescheduling of the interview

面接日程変更のお願い

〇〇〇〇株式会社
人事部人事課
〇〇様

お世話になっております。
このたび、貴社の採用選考を受験させていただいております、
早稲田大学〇〇学部x年のワセダクリスと申します。

面接日時のご案内を頂き、誠にありがとうございます。
大変申し訳ございませんが、〇月〇日の〇時から〇時まで、
期末試験が実施されるため、面接に出席させていただくことが出来ません。

勝手なお願いとなり大変恐縮ではございますが、
もし可能でしたら、面接の日程を〇月〇日以降〇時以降に変更していただけないでしょうか。

ご多忙のところお手数をおかけしてしまい、大変申し訳ございません。
何卒よろしくお願い致します。

=====

ワセダ クリス
早稲田大学〇〇学部
〒~~XXX-XXX~~ 東京都〇〇区〇〇町X-X-X
TEL: 080-XXXX-XXXX
E-Mail: XXXX@XXX.waseda.jp
=====

Indicate a specific date and time to which you would like to change the schedule, as an example.

4-11 Written Test • Online Test • Test Center

■ Written & Online Test

Name	Details
SPI Synthetic Personality Inventory	This is the most common test. It evaluates your personality and intellectual ability from both verbal and non-verbal aspects.
Tamatebako	This is one of the most common online tests adopted by various industries. It tests both your ability and personality, including back calculation, summarization, and English comprehension.
GAB Graduate Aptitude Test Battery	This tests your intellectual ability and personality, and is commonly used by trading companies, securities firms, consulting firms, and think tanks. The test includes calculation and languages.
CAB Computer Aptitude Test Battery	Commonly used in the IT sector. CAB defines the abilities required of a system engineer and programmer from both intellectual and personality aspects. The test includes mental arithmetic, regularity, an instruction table, and decoding.
SCOA	Based on the SPI, the test includes English and general knowledge, as well as chemistry, geography and history. Recently, major corporations often use the test.
Kraepelin	The test diagnoses your personality and aptitude by analyzing the change of your workload per minute. It is commonly used in transportation, construction, education and the civil service.
TG-WEB	The test is said to be one of the most difficult online tests. It is characterized by the high proportion of questions of language/calculation and a variety of personality diagnosis.

■ Test Center

A test center is the venue for taking the recruitment test, and they are set up in many major cities in Japan. Applicants are required to visit the designated venues and take the test (contents are like SPI) by computer. Every question has a time limit. When the time runs out, you are forced to go on to the next question, regardless of whether you answer the previous question or not. Once you take the test, you can submit the test result to all other companies to which you are applying when asked to. However, the test score will not be revealed to you.