

# 8. Appendix

---

## 8-1 Use of Polite Japanese

The words and language you use will make a big difference in the impression you give. When sending e-mails to companies or alumni and visiting them, make sure that you have good manners and maintain a sincere attitude toward them.

### ① Frequently used honorific verbs

Standard verbs	Humble terms	Respectful terms	Reference section
言う	申す	おっしゃる	<a href="#">4-10</a> ①
思う	存じます	思われる	<a href="#">4-10</a> ①
する	いたす (致す)	なさる	<a href="#">4-10</a> ①
行く	伺う	いらっしゃる	<a href="#">4-10</a> ①②③
もらう	いただく	くださる	<a href="#">4-10</a> ①
いる	おります	いらっしゃる	<a href="#">4-10</a> ①

Check the sections  
to learn how to use them!



### ② Helpful words

Requesting the other party to elaborate	Reference section
お手数をおかけしますが	<a href="#">4-10</a> ③
恐縮ではございますが	<a href="#">4-10</a> ②・③
ご多用のところ申し訳ございませんが	<a href="#">4-10</a> ③

### ③ Spoken language and Written language

The commonly used words in our conversation are known as “Spoken language,” and the commonly used words when writing sentences are known as “Written language.” Make sure that you use two types depending on your situation.

Spoken language	Written language
考えられない	考えられない
読んでる	読んでいる
ちゃんと	きちんと
でも、けど	しかし
～じゃない	～ではない
たぶん	おそらく
やっぱり	やはり
あんまり	あまり
～的には	～としては

## ④ Easily mistaken business language

Normal	Business
僕・わたし	私（わたくし）
あなたの会社	貴社（written language）、御社（spoken language）
今回は	この度は
よろしく	よろしくお願いいたします
わかりました	承知しました
すみません	申し訳ございません
いいですか	よろしいでしょうか
すごく	とても
やっぱり	やはり
バイトとかサークルとか	アルバイトやサークルなど
携帯／スマホ	携帯電話／スマートフォン

## ⑤ Addressing the various types of companies

Company organization (JP)	Company organization (EN)	Written language	Spoken language
株式会社	Company Limited	貴社（きしゃ）	御社（おんしゃ）
銀行	Bank (Inc.)	貴行（きこう）	御行（おんこう）
学校法人	Educational organization	貴学（きがく）	御校（おんこう）

## 8-2 Job-Hunting FAQ

### Job Hunting in general

#### Q.1

Is there any school recommendation (recommended recruitment)?

#### A.1

School recommendations are available at the following schools. Please refer to their official website.

<FSE, CSE, ASE, WEEE> <https://www.waseda.jp/fsci/students/career/> (Japanese only)

<IPS> <https://www.waseda.jp/fsci/gips/other/2019/12/13/9577/> (Japanese only)

#### Q.2

Can I ask the Career Center to issue a recommendation letter when I am required by companies to submit one to them?

#### A.2

The Career Center does not issue recommendation or reference letters to employers under our policy. Please explain this to them by sharing the announcement from the university on our website when you are required to submit such a letter.

<https://www.waseda.jp/inst/career/company/document/>

Submission of Documents → 「5. その他 総長推薦状」

For FSE, CSE, ASE, WEEE, IPS students, please refer to A.1.

#### Q.3

Can I ask the company the reason I was not hired?

#### A.3

You can ask the reason you were not hired since it is not a breach of manners. However, many companies may not disclose it according to the selection criteria confidentiality.

If you ask for the reason, do not express criticism or dissatisfaction but express gratitude for having a valuable experience.

#### Q.4

What should I do when they won't give me the offer if I do not promise to join the company?

#### A.4

You have a right to reject a job offer according to Freedom to Choose Occupation. So you can decline the job offer no later than two weeks before joining the company. However, if you decide to decline, express your decision to the company as soon as possible.

<https://www.waseda.jp/inst/career/en/students/joboffer/>

### Résumé, Entry Sheet

**Q.1**

How can I get résumé templates for online application?

**A.1**

Find a suitable one on the internet. In case there is no recommendation, the JIS (Japanese Industrial Standards) will be preferable.

**Q.2**

Should I submit both a Japanese *rirekisho* and an English résumé when I apply for a job offered by foreign companies?

**A.2**

Submit both in the advent the company gives such instructions to you.

**Q.3**

What should I do when I have too many things to tell a company than I can write in a résumé or entry sheet?

**A.3**

Choose the most suitable material, as determined through self-analysis and research on industries and companies to emphasize your talent and the contribution you can make to the company.

**Q.4**

Should I type or write my résumé and entry sheet by hand?

**A.4**

You can do either unless otherwise specifically directed by the company. If you are not confident in your Japanese handwriting, it is recommended that you prepare them by typing.

**Q.5**

Please tell me the right size envelope when I send the résumé and entry sheet to the company.

**A.5**

An 角形 2 号 envelope fits A4 paper best.

**Q.6**

I put a wrong GPA score in my *rirekisyō*. I have already received an unofficial offer from the company. Should I tell the company about the mistake? I am afraid I'll lose the offer.

**A.6**

Consult with the recruiters of the company. In general, there are not many reports of a job offer being canceled due to an incorrect wrong GPA score, but the decision is made by the company. So you should check with the recruiters.

## Interview

**Q.1**

Can I take notes during an interview?

**A.1**

It is better not to take notes during interviews. However, you can take notes with permission when they talk about conditions such as salary and employee welfare.

**Q.2**

Can I ask the recruiters for an evaluation of my interview performance when they require me to ask questions?

**A.2**

It is better not to ask this kind of question as your performance evaluation will not be open to candidates in many Japanese companies.

## Internship

**Q.1**

What should I do if a host company requires an exchange of a memorandum of understanding or a letter of agreement with the University to accept interns for their public-offering program (non-affiliated program with the University).

**A.1**

The Career Center does not exchange any agreements with companies, or issue any recommendation letters for public-offering internship programs that students find themselves.

Please explain this to the host company by sharing the announcement from the University on our website when you are required to submit such an agreement or recommendation letter.

<https://www.waseda.jp/inst/career/company/internship/>

「1.インターンシップ情報の紹介」→「学生からの応募について」