

Preparing your English resume [Curriculum Vitae(CV)]

◆ Accuracy and content

Spelling mistakes, grammatical error and incorrect dates create a bad impression - triple check everything to ensure you have 100% accuracy. Keep your resume brief - ideally to three pages, maximum four.

◆ Be Positive

The tone of your application should be professional, friendly and positive. Demonstrate that you are enthusiastic about the role and have a positive attitude towards the company.

◆ What to include:

1. Contact information

Always include your telephone number, email address and residential address. Although you are not obliged to include information about your date of birth and nationality, it is useful to include it.

2. Education

Be specific about your education and professional qualifications. Include your university, the course you completed and date of graduation.

3. Professional qualifications

State your professional qualifications together with the date of your qualifications and any awards received.

4. Computer skills

Indicate your proficiency for computer skills.

5. Languages

Language skills are important. State clearly what languages you know and the extent of how fluent you are.

6. Company description

Describe your current employer concisely i.e. size, market sector and turnover if applicable, as this informs the reader and gives them a frame of reference.

7. Position title

Display your most recent job first and then work chronologically backwards (using months and years in the dates). Use LESS space for earlier jobs. Since space is limited, your objective is to inform and excite the reader.

8. Responsibilities and achievements

Include your experience relevant to the job you are applying for and always quantify your responsibilities and achievements so that employers can quickly identify how you can add value to their business.

9. References

References do not have to appear on the resume. However, be prepared to provide reference on request. It is a good idea to state that you have business references available.

✂ Usually photos are not included in CV's. However, employers within Japan expect to see a photo included with the CV. **ALWAYS** check whether a photo should be included or not.

Take a look at our sample CV



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