

SAMPLE

RIKKYO UNIVERSITY

3-34-1 NISHI-IKEBUKURO, TOSHIMA-KU, TOKYO 171-8501

CURRICULUM VITAE

Date: 2024/5/15

Name	(Family Name)	(Given Names)	Submit your photo separately. Do not insert in the resume.
	RIKKYO	Taro	
	(Katakana)	(Katakana)	
	リッキョウ	タロウ	
Present Address (address in Japan)	3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501		
Telephone / Fax	03-3985-4938 / 080-1234-5678 (Mobile)		
Email Address	taro.rikkyo@rikkyo.ac.jp		
Home Address (if different)			
Telephone / Fax			
Date of Birth (Year/Month/Day)	1982/4/1	Age	42
Nationality	Japanese	Gender	Male

コメントの追加 [A1]: 1. All information provided is only used for employment purpose (during the hiring process as well as after any potential employment) or in case of emergency.
2. Please fill out all information in chronological order from old to new using the western year in 4 digits.
3. Please use "MS 明朝" for Japanese and "Times New Roman" for English, both in 11pt throughout the CV for consistency.

コメントの追加 [A2]: 1. Please write your name you plan to use on campus.
*Official registered name is not required at this time. In case your official name is different, you will need to submit a "Notification of Usage of Original Family or Other Name" to the HR Office at the time of employment.
2. Please be sure to enter the pronunciation of your name in Katakana as this is necessary for registration.

Yr	M	D	Educational Background and Teaching Licenses
			<u>Educational Background</u>
2000	3	31	Rikkyo Ikebukuro High School - Graduated
2000	4	1	Rikkyo University, BA in XX - Entered
2004	3	31	Rikkyo University, BA in XX - Graduated
2004	4	1	Rikkyo University, MA in XX - Entered
2006	3	31	Rikkyo University, MA in XX - Graduated
2006	4	1	Rikkyo University, PhD in XX - Entered
2009	3	31	Rikkyo University, PhD in XX - Graduated
			<u>Teaching License</u>
2020	11	30	University of Cambridge, Certificate in Teaching English to Speakers of Other Languages (CELTA)

コメントの追加 [A3]: Educational Background: Please start your educational history from your high school graduation.
If you have enrolled in a doctoral course of a graduate school, indicate the status along with the date when you left the course from 1) Graduated, 2) Withdrawal with completion of course requirements or 3) Dropped out.
If you are currently enrolled in a doctoral program, indicate "Entered (ongoing)" or "Entered (on leave)".
No need to indicate city/country.

コメントの追加 [A4]: Please enter if applicable.

- List both the date of admission and graduation for all schools attended from high school graduation.
- Clearly indicate any certificate or diploma (e.g. TESOL, CELTA) as such separately.

Yr	M	D	Academic Degrees
2006	3	31	Rikkyo University, MA in XX
2009	3	31	Rikkyo University, PhD in XX

コメントの追加 [A5]: Please write the exact names of any Master's or higher degrees you have earned including the name of the university and your majors.
The date should be when the degree is issued.

*Please follow the instruction in the "Sample - Rikkyo CV".

