

# Resumé Form Guidelines for Adjunct Teachers

Komazawa University

## **Notice:**

**Please be sure to submit form 1, 2, and your research accomplishments as one set. Write the resumé form in Japanese while using the example to the right of the form in the Excel file.**

### (1) *Picture:*

Use a picture taken within the last 3 months. The picture should be like an ID photo and only your face should be included, you should be facing the camera, you should not be wearing any hats / sunglasses / etc. on your head, there should be no background, and it should be 4cm×3cm.

### (2) *Name:*

1. Your name must be hand-written.
  2. Non-Japanese citizens should write their names in the following order: Last, First, Middle initial (e.g. Kennedy, John F.).
  3. You must stamp your seal. (Non-Japanese are allowed to write their signature).
  4. If you are using an alias, write your real name in parentheses next to your alias, that is, Alias (Real Name).
- \*If you are using an alias, there is an additional form you will need to fill out.

### (3) *Diplomas:*

1. If you received a diploma from a non-Japanese university, please delete 学士, 修士 or 博士 and enter the abbreviation for the type of degree you earned (e.g. Ph.D., M.A., etc.).

2.

- a. If you received your diploma from a Japanese university before June 30<sup>th</sup>, 1991, use the following format:

... 修士, ... 博士 e.g. 文学修士, 経済学博士

\*Write the field of your study before the diploma without using parenthesis.

- b. If you received your diploma from a Japanese university after June 30<sup>th</sup>, 1991, use the following format:

修士 (...), 博士 (...) e.g. 修士 (経済学), 博士 (法学)

\*Write the field of your study in parentheses after the diploma.

- c. If you receive your diploma from a non-Japanese university, use the following format irrespective of the date of the conferral of your diploma:

M.A. (...), Ph.D. (...) e.g. M.A. (TESOL), Ph.D. (Applied Linguistics)

\*Write the field of your study in parentheses after the diploma.

### (4) *Education:*

1. Start from high school.
2. If you took a leave of absence from school, write the dates and the reason why.

3. For graduate school, do not abbreviate anything. Include the full name of your degree, department, and school.

4. For school completion, please choose from the following options:

“卒業見込” (expected graduate), “卒業” (graduate), “終了見込” (expected completion), “修了” (completion), “満期退学見込” (expected time limit withdrawal), “満期退学見込” (time limit withdrawal), “単位修得退学見込” (expected coursework completion without degree), “単位修得退学” (coursework completion without degree), and “中退” (early withdrawal).

5. For students still in graduate school (in a doctorate program, etc.) please attach a letter of recommendation to your resumé.

\*This letter of recommendation should be addressed to the president of Komazawa University and should be written by the supervisor of your program.

(5) *Work Experience:*

1. Write the company, department, and your title or position. Sort your previous jobs in groups of full-time (at the top) and part-time (following full-time), then insert a blank line between them. Within these groups, jobs should be sorted in chronological order.

2. If you have a period of leave or non-employment, write the dates and reason for this period.

3. If you are currently employed as of the date you fill in this form, write “現在”.

(6) *Research Achievements:*

**Notice for the research achievements section:**

Check with each faculty/department for specific rules regarding this section.

**Remember to hand-write your name, and to place your seal/signature on this section.**

1. Organization/listing guidelines:

a. Sort your main research achievements into three categories, appearing in this order: (1) 著書 (books), (2) 学術論文 (academic articles), and (3) その他 (others). Within these groups, items should be listed chronologically.

b. For academic articles, academic organization publications, research reports, and university publications (*kiyo*): write the title of the article. For thesis publications, add “(博士論文)”, which indicates Ph.D. thesis, to the end of the title.

c. If you have many books and academic articles, draw a circle next to the 5 most important of these.

2. If you are the sole author of a book, write “単著”. If there are multiple authors for a book write “共著” and specify which pages you wrote.

3. Citation guidelines:

a. For academic articles, write the name of the journal, title, volume, issue, and page numbers.

b. For research reports and presentations, write the name of the conference and place.