

CVは、できるだけ1枚にまとめましょう！

顔写真不要。

メールアドレスはビジネス向けに。

NAME: Hanako YAMADA
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TEL/Email: 020 4444 1111/ tenshoku@abc.co.jp
VISA: Tier 5 (YMS) visa holder until 31/10/2022
LANGUAGE: Mother tongue Japanese, fluent English (TOIEC 750)
PC SKILLS: Microsoft office (Word, Excel Pivot table, PowerPoint), SAP, Typing 45wpm

氏名、住所、電話番号、
ビザの種類と期限、
語学力、PCスキルを一行
ずつにまとめましょう。

EDUCATION

April 2007 - March 2011 **ABC Central-Tokyo University, Tokyo, Japan**
Bachelor of Law

期間は正しく、西暦と月で！！

QUALIFICATIONS

- IELTS 6.5 in 2019
- TOIEC 750 in 2018
- Secretarial Skill Proficiency Test

お持ちの資格を書きましょう。

EXPERIENCE

April 2016 – August 2020 **ABC International Company, Tokyo, Japan**
Administrative Assistant

企業名(所在地)、勤務期間、
役職を記載します。

- Answering all incoming calls and taking messages as required
- Meeting and greeting all visitors in a friendly and professional manner
- Diary and outlook inbox management
- Booking of meeting rooms whilst monitoring the meeting rooms schedule
- Regularly update and maintain the databases
- Simple research tasks using Google and other search engines

実際のお仕事を箇条書きで記載。些細な
なことでもOK!!とにかく日本語で書き
出して、英語に訳してみましよう！
電話やメール対応、書類のコピーや
ファイリングも立派なお仕事です！

April 2015 – March 2016 **Working holiday in Canada**

April 2014 – March 2015 **Working holiday in Australia**

他国でのワーキングホリデーも
記載しましょう。

April 2011 – March 2014 **DEF Hotel, Tokyo, Japan**

Hotel Receptionist

- Welcome and greeting guests with great courtesy, both in Japanese and English.
- Answering telephone and transferring calls to guest rooms.
- Manage room reservations using inhouse system
- Prepare bills, handle and process checkouts and take payments.
- Deal with complaints and problems in English
- Other administrative and hospitable functions assigned from time to time.

英語で対応していた場合は
in Englishと書きましょう。

December 2009 – February 2011 **JKL Company, Tokyo, Japan**

Customer Support Assistant (Part-time job)

- Dealing with enquiries and identifying customer needs
- Offering advice and recommending products where appropriate
- Processing customer orders and reservations
- Handling payments by cash and credit card

新卒の方/ CVにスペースがある場合は
インターンやアルバイトの経験も
記載できます。

Summer 2009 **GHI Company, Tokyo, Japan**

Intern – PR Assistant

- Preparing daily market updates for management team.
- Providing research to Sales and Marketing departments.
- Liaising with and presenting to clients to win business

英語フォントは、Arial/ Calibri/ Times New Romanのいずれかがベター。
文字の大きさは9または10で揃えましょう。