

CV Example

***This English sample is for reference only.**

Please use the Japanese format and fill it out as much as possible in Japanese.

Kanji must be used if you are a non-Japanese with a kanji name. If you do not have a kanji name, enter your name in alphabet and add katakana above.

e.g. ジョン スミス
John Smith

第 号

履 歴 書

For non-Japanese and Japanese who wish to have your birth date on diploma in Western calendar format, enter your birth date in Western calendar, the others Japanese calendar.

Furigana Name	あずま きょう た ろう 東 京 太 郎	Male / Female
Birth Date	YYYY/MM/DD	
Home Address	Igaku-so #30, 7-3-1 Hongo, Bunkyo-ku, Tokyo	
Academic History *Date (year, month, day) is necessary		
YYYY/MM/DD	Graduated from _____ High School	
YYYY/MM/DD	Entered Department of _____, Faculty of _____ at _____ University	
YYYY/MM/DD	Graduated from the above university	
YYYY/MM/DD	Entered Master's program in Department of _____, Graduate School of _____ at _____ University	
YYYY/MM/DD	Completed the above program	
YYYY/MM/DD	Entered doctorate program in Department of _____, Graduate School of Medicine at University of Tokyo	
2019/3/25	Expected to complete the above program	
Career and Research History		
YYYY/MM/DD	Resident at _____ Hospital	
YYYY/MM/DD	Retired from the above hospital	
YYYY/MM/DD	Researcher at _____ University (Joined the _____ research project)	
	To present	
I confirm that the above statements are true and correct.		
YYYY/MM/DD	←Date you submitted your degree application	
*Note that this is NOT the date you prepared the materials This have to be the same date in all the necessary materials		
	○ ○ ○ ○ (Seal)	
	(Your Name Handwritten)	

From graduation of high school to completion of the Doctorate Program (Expected)

Non-Japanese without seal may substitute his/her signature for seal.

- (1) You may print out directly on the specified form using a word processor. The CV you submitted may be photocopied as it is and form part of the materials for the School Committee, so please use a word processor or typewriter as far as possible.
- (2) Your academic record should start with middle school for the pre-war system or high school in the new system, in chronological order.
- (3) If your career and research histories cannot be written chronologically, do not put them together as a "career and research history," but separate them out into "career history" and "research history."
- (4) Please fill in your research history clearly including research institutes and research items.
- (5) For any post other than resident / intern, always include a quick summary of the research after the post name.