

# Applications

## Applications

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# Applications

## Starting an application is the entrance to job hunting

Starting an application involves requesting application materials and information from individual companies.

When you start an application, the company will send you employment information, company information, announcements of briefing sessions, etc., via e-mail or direct mail.

As your first step, let's actively start applications for companies that you are interested in.

### How to start an application

#### Starting applications from the company information page of an employment information website

The concurrent application feature (see page 40) allows you to search for companies according to the type of industry, occupation, etc., and to start applications for multiple companies. This feature is useful for selecting companies in the initial phase of job hunting.

#### List of major employment information websites

ACCESS Humanext (operated by Access Humanext Co., Ltd.)	<a href="https://job.ac-lab.jp/">https://job.ac-lab.jp/</a>
Asagaku Navi (operated by Gakujo Co., Ltd.)	<a href="https://www.gakujo.ne.jp/">https://www.gakujo.ne.jp/</a>
Shushoku Walker Net (operated by J Broad Co., Ltd.)	<a href="https://www.s-walker.net/">https://www.s-walker.net/</a>
Diamond Shushoku Navi (operated by Diamond Human Resources Co., Ltd.)	<a href="https://www.shukatsu.jp/">https://www.shukatsu.jp/</a>
Career+ (operated by DISCO Inc.)	<a href="https://job.career-tasu.jp/">https://job.career-tasu.jp/</a>
Bun Nabi! (operated by Bunkahoso Career Partners Co., Ltd.)	<a href="https://bunnabi.jp/">https://bunnabi.jp/</a>
Mynavi (operated by Mynavi Corporation)	<a href="https://job.mynavi.jp/">https://job.mynavi.jp/</a>
Rikunabi (operated by Recruit Career Co., Ltd.)	<a href="https://job.rikunabi.com/">https://job.rikunabi.com/</a>

Note: The list above indicates employment information websites that are operated by member companies of the New Graduate/Youth Employment Committee, Association of Job Information of Japan (AJIJ).

Others can be found by searching for keywords such as 留学生 (international student) and 就職支援 (employment support).

#### Starting applications directly through a recruitment website of individual companies

Each company has its own schedule for accepting applications, so it is important to keep checking frequently.

#### Starting applications through direct mail, etc., from companies

Application announcements are sometimes sent to prospective graduates in direct mail, etc.

## Starting concurrent applications at employment information websites

### Register with an employment support website

Register as a member of an employment support website. To register for membership, you must provide your personal information.



Company details screen

### Apply for jobs

Once you have registered as a member of an employment support website, you can apply to companies for jobs. Search for companies that you are interested in and then apply for jobs that they are offering.



Company search results screen

### Apply to receive detailed company brochures and information on briefing sessions!

Even if you apply to many companies, your applications are displayed in a bookmark list, allowing you manage this information in one location.

\*You can also search with keywords such as, "Employment of international students."



Bookmark screen

## How to start an application

Step 1

Search for companies you are interested in, by industry, occupation, business content, company name, etc.



Top screen

Step 2

Click "Application" on the company search results screen or the company details screen.



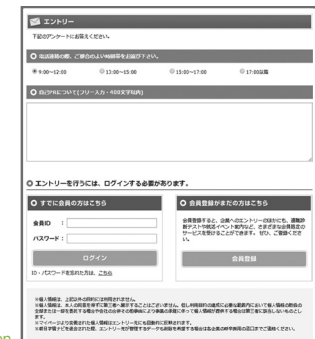
Company search results screen

Company details screen

Step 3

Check the application screen and fill out the questionnaire column, if there is one.

\* You can check your responses to the questionnaire on the activity record (history) screen.



Company application form screen

Step 4

Check the entered information on the confirmation screen and click "Submit" to complete the process.



Company application form entry confirmation screen

When using multiple information websites, be sure not to start redundant applications. Starting an application does not mean that you must take the screening test for that company.

The method of starting an application varies from company to company. In some cases, you only need to send your simplified information. In others, you may need to send an essay introducing yourself or responses to a questionnaire.

## ■ How to use smart phones

Smart phones are continually on the increase, and skillful use of smart phones is a new and useful trend in job hunting.

### ① Use in applications and company information briefing reservations

Smart phones can access websites designed for PC use, so applications and company information briefing appointments can be easily done from a remote location.

### ② Use of PC e-mail accounts

E-mails from companies sent to your PC mail address can be checked remotely, and you can write a reply as necessary. URLs in e-mails can be opened so that you can browse the information.

### ③ Participate in online company information briefings

Participate in online company information briefings using web-video, and watch in real time.

### ④ Use applications that are convenient for job hunting

If you master the use of smartphone apps, you will be able to conduct smart job hunting.

## Make full use of employment support companies and websites

In addition to the employment information sites already mentioned, many employment support companies and websites are available, and more and more international students are utilizing them in their job hunting activities.

### ● Searching

Many companies can be searched for by using search keywords such as 留学生 (international student) and 就職支援 (employment support). Results range from those open to international students from all over Japan to those targeting international students attending a specific school. Find one that suits you.

### ● Seminars, counseling, even visa consultation

Each company and website offers different support and lists different companies. Advice for visa application, for example, can be found in addition to seminars and counseling. Consult career centers, acquaintances with experience in job hunting, and others and use services after making clear what service you are looking for (e.g., seeking employment locally, seeking a small- to medium-sized company).

### ● Information on jobs and companies recruiting foreign nationals

When many international students are job hunting, they have difficulty searching for companies recruiting international students. Some job hunting support companies and websites for international students publish their own information on jobs and recruiting companies for international students.

# Company Briefing Sessions

## Let's develop an eye for companies

Company briefing sessions, seminars, and similar events are held after applications have been submitted and before moving onto the selection process. Attending the briefing sessions, etc., provides the opportunity to listen to explanations provided by employment officers and get a feeling for the atmosphere within the company.

## ■ Company Briefing Types

Company briefing sessions can be split into three types. Briefing sessions held independently by companies, briefing sessions held jointly by several companies, and seminars held for a variety of purposes. It is recommended that the main features of each of the sessions are fully understood to ensure that attendance is effective.

### Company Briefing Sessions (Independent)

Briefing sessions held by a single company. The main feature of these briefings is that they provide detailed explanations on the business the company is involved in, the work each department carries out, as well as other details. Reservations are required in advance to attend company briefing sessions. The number of participants is limited, so early reservations are recommended.

### Joint-Briefing Sessions

Briefing sessions held by many companies gathered in the same forum in hotels and event halls around the country. You are advised to actively use them as an opportunity to compare companies and see a cross-section of various industries.

### Seminars (Open Seminars)

Seminars held by companies that do not include detailed selection. Held for the purpose of promoting an understanding of the company and the work it is involved in. You are advised to actively use them as an opportunity to come into contact with the company and industry prior to making your final decision.

## ■ Collecting Information on Company Briefing Sessions

It is necessary to register for attending company briefing sessions in advance. Check the application methods and register for your attendance accordingly.

Information on joint briefing sessions can be collected from job information sites, posters available on bulletin boards in schools, and job information magazines.

### Contact from Companies

Once applications have been submitted to the companies holding briefing sessions, you will be contacted by e-mail or other methods with regard to schedules, etc.

### Company Website

They are contained in new graduate recruitment information pages on the [Recruitment] section of their websites.

### Job Information Sites

[Event] pages are also available on websites, and it is possible to run searches by location, date/time and type of event, etc.

### School Posters

Posters are available on bulletin boards in careers centers, etc.

### Job Information Magazines

Advertisements for events and lists of event information are available in magazines related to job information placed in career centers.

## Preparation for and attitude in company briefing sessions

### Things to do on the day before

- Conduct your own research on the participating companies.
  - Go to corporate websites and read them carefully to understand their management philosophies, business introductions, employment information, etc.
  - Check out news related to the companies via news websites, newspapers, magazines, etc.

### At the venue on the day of the briefing session

- Be aware that human resource personnel are watching, and behave in a way to leave a good impression
  - Pay attention to your conduct and speech in the halls and bathrooms as well as the reception desk
  - If you are allowed to choose your own seat, create a positive impression by sitting as close to the front as possible and asking questions without fail
- Actively ask questions to resolve any issues that your research could not provide answers to
- Get a sense of the company atmosphere and the mood of the employees that cannot be understood from websites or PR brochures

#### Things to note

- Don't be late ⇒ Check in at least 10 minutes early
- Set your mobile phone on silent mode. ⇒ Don't cause a nuisance.
- In addition to greeting the human resource personnel and executive officers, you should also greet people at the reception desk and other locations
- If you have a question, first state your name and then speak in a cheerful, clear fashion. When you receive an answer, you should express your gratitude.
- Know how to conduct yourself and have good manners without paying too much attention to it.

#### What to bring

- Something to write with
- Organizer/memo pad
- Map to the venue
- Letter of invitation to the briefing session
- Company information materials
- Personal seal
- Resume (Bring your personal seal and resume, just in case.)
- Copy of the application form

※ For individual company briefing sessions, be sure to prepare yourself fully before the session because, in some cases, the company conducts interviews, aptitude tests, written tests, etc., after the session.

## Seminars (open seminars)

### How to participate

Open seminars schedules, content, and other details are released on individual company websites and employment information websites. In addition, information in an open seminar may be sent via e-mail to those who have sent applications to the hosting company. You need to use these information sources to check on how to participate, and register yourself as a participant.

#### Supporting job hunting

In order to improve job hunting skills, students can experience and learn how to "analyze and evaluate themselves" and "examine the company." This type of open seminar is held at an earlier time, such as before the New Year.

#### Examining industries

This type of open seminar is held to encourage an understanding of the industry to which the hosting company belongs. The role of the industry, products handled, and services provided are introduced to enhance interest in the entire industry.

#### Examining companies

This type of open seminar is held to encourage an understanding of the business conducted by the hosting company, the roles of individual divisions, and the job content. Some seminars devise ways for students to deepen their understanding of work. After listening to a description of the entire business of the company during such seminars, for example, students can visit the booth of an occupation that they are interested in.

#### Small group

This type of seminar is held at a small venue or café where students can talk casually and at length to company employees, etc. The number of participants is limited and students can participate by reservation only. Students can listen informally to employees and get a sense of the atmosphere of the company.

## How to write a resume

Your resume is one of the official application documents. As a rule, your resume should be handwritten unless otherwise directed. You should fill out your resume carefully and legibly.

履歴書

20XX年XX月XX日提出

氏名 王 田 守

19XX年X月X日生(歳XX男)

〒135-8646 東京都江東区青海2-2-1

年	月	学校・機関 (各別に完全して書く)
2015	6	中国経済大学 経済学部 経済学科卒業
2016	4	青海大学大学院 経済学研究科 修士課程入学
2018	3	同課程修了見込

職歴

以上

- Write the date of submission.
- Write the date of mailing if sending by post.
- Write in hiragana if the instruction is in hiragana.
- Write in katakana if the instruction is in katakana.
- Attach a photograph of you in a suit, taken at a photo studio. Write the name of your school, department, and your full name on the back of the photograph.
- If you have your personal seal, use a red ink pad and affix your seal correctly.
- Write your address accurately. If you live in an apartment/condominium, be sure to include its name and room number.
- If you have any job history prior to your study in Japan, write it below your academic history.
- Use Arabic numerals.

年	月	免許・資格
2015	12	日本語能力試験 N1取得
2016	7	TOEIC公開テスト スコア880点取得
2017	3	普通自動車第二種運転免許取得

得意科目：英語、貿易実務

論文「アジア経済の情報インストラクターの現状」

自己評

私の強みは努力ができることです。そして日本留学中の日本語の勉強を半年間毎日続けたいころから少しずつ日本語の勉強が楽しくなり、漢字の苦手意識も毎日練習の努力のおかげでなくなり、漢字の苦手意識もなくなり、漢字の勉強も楽しくなりました。また、日本語の勉強を通して、日本の文化や生活の面白さを知ることができ、日本での生活が大好きになりました。また、日本語の勉強を通して、日本の文化や生活の面白さを知ることができ、日本での生活が大好きになりました。

志望の理由

私の志望する理由は日本の世界に貢献したいからです。将来は、日本企業で働くことで、その発展に貢献したいと考えています。また、海外での経験を通じて、国際的な視野を養い、日本の文化や生活の面白さを知りたいです。また、日本語の勉強を通して、日本の文化や生活の面白さを知ることができ、日本での生活が大好きになりました。

本人希望記入欄 (特に科目・職種・勤務時間・勤務地、その他についての希望などあれば記入)

貴社の規定に従います

- Write the official names of licenses and qualifications. Write down any qualifications that you acquired in your home country.
- Write concisely without going outside the designated space. However, sentences that are too short are also a problem. It is a good idea to create a draft so you can be sure that letters fit with good balance.
- Write down what you want to express as most appealing, including your personality and strong points, in a detailed manner. Use expressions that give reasons and provide background.
- It is important to indicate your degree of interest in the company and enthusiasm about joining them.

※ Refer to "Contents of Entry Sheet" (P46)

When you make a mistake, you need to rewrite the whole thing. Do not use white-out. When you finish writing your resume, check it once again for any missed items and make a copy of it before submitting.

# Application Forms

## To fully express your attractive character

Employers use the application form as an initial screening process based on applicant characteristics.

The application form constitutes a formal request to a potential employer to take the employment test.

Notwithstanding some differences in format and content between employers, the application form will normally include basic information such as your university and contact details, as well as short descriptive pieces outlining your reasons for applying (your motivations), your personal qualities and what makes you suitable for the job.

## Contents of Entry sheet

**エントリーシート**

写真

姓 名 王 留学  
生 年 月 日 199x年4月2日(歳×期)

住所 東京都江東区青海2-2-1

メールアドレス \*\*\*@aomiac.jp 電話番号 090-9999-9999

年次	年	月	学 歴・履 歴
2015年	平成27	6	中国経済大学経済学部経済学科卒業
2016年	平成28	4	普海大学大学院経済学研究科修士課程入学
2018年	平成30	3	同課程修了見込

職 歴  
なし  
以上

自己説明  
私の強みは、努力することです。それは、日本に留学するための日本語の勉強を半年間毎日続けたことから言えます。日本語の勉強をするには、漢字が多かったり、音読みが難しかったり、意味が分からなかったり、漢字があまりに多くて、作った文を日本語の先生に直してもらうことを繰り返した。その結果、留学でもレベルまで日本語が話せるようになりました。そのため、努力が報われることが私の強みだと考えています。

志望動機  
私が貴社を志望する理由は、日本のパンを海外に広めたいからです。持家は、パンを販売するだけでなくその製造技術も世界に広めたいのが夢であり、貴社は、業界の中で唯一パン教室を海外にも展開していることをホームページで見ました。

免許・資格  
日本語能力試験N1、TOEIC880、普通自動車第一種免許

趣味・特技  
水泳、テニスを楽しんでいます。

List your licenses and qualifications. Use the formal titles or descriptions. Include any qualifications attained in your home country.

## Basic details

This is essentially the same as the information on your resume.  
See How to write a resume...P45

## Composition

The questions included in application form compositions will differ according to the company. There are also many cases in which the number of characters that can be used are restricted to 200, 400, 800, etc., characters. You will be required to write at least 90% and less than 100% of the maximum number of stated characters.

In describing your qualities, choose one quality and describe that in detail. Be sure to talk about how that quality makes you suitable for the job.

Use this section to talk about your academic achievements at university, including the challenges you faced and what you gained from the experience.

Describe your motivations for applying, and why you want to work at this particular company. Explain what you can contribute to the company.

## How to acquire an application form

The way you acquire an application form varies from company to company. You should check "how to send an application" and "the flow of recruitment" listed on employment information websites and individual company websites in advance, so as not to miss the opportunity for taking the test.

Company website	Distributed at Company Briefing Sessions	Included with general materials provided by the company
Usually available as a download from the company website, although sometimes you can enter the information directly into an online form.	Distributed at Company Briefing Sessions and similar events.	Included in the information pack sent out by the company.

## Notes on filling out application forms

1 If you are submitting a handwritten applications, be sure to make multiple copies for creating drafts.

You cannot use correction liquid. Make a draft first and then a clean copy.

2 When handwriting, fill out the form carefully and legibly.

Incorrect characters or missing syllables/characters are unacceptable. Even if you don't have good handwriting, fill out the form carefully.

3 Avoid leaving blank spaces.

Use the space effectively so that you don't leave any blank space.

4 Be sure to make a copy of the completed form.

You need a copy to check what you wrote before going to a seminar or interview.

5 Write down the "school name/department/your name" on the back of the photograph to be attached.

Photographs sometimes come off during sorting at a company.

6 Have a person who is good at Japanese look over the completed form.

Make sure to have someone check to see if there is any mistake with Japanese characters or expressions.

7 Submit the form early, not when a deadline is approaching.

- Some companies start screening based on the order of arrival.

- Many students submit their forms at the last minute before the deadline. In some cases, the company may end up not spending enough time reading your application form.

- In the case of the Internet, you may have a difficult time sending your application form because the server is congested before the deadline.

- In many cases, students end up not being able to make the deadline and are excluded from the screening process.

## ■ How to write an application form

Most application forms include short-answer questions on three topics: reasons for applying, your personal qualities, and your key academic achievements.

### ■ ① Reasons for applying for the job

Tell the employer why you wish to work for them, what type of work you would like to do, and how you think you can contribute to the organization.

#### Key points

- It is important to do your research first so that you have a good understanding of the company and the industry in general. (→ Industry and Company Research P17)
- Under “Reasons for Applying” explain why you are keen to join the company.
- Explain clearly how you have the skills required for the job and describe how you can contribute to the organization, with reference to your particular qualities and attributes.

#### ■ How to structure your answer

- 1 State why you are attracted to the company (i.e. the main point)
- 2 Give reasons for this conclusion—include any relevant events or situations
- 3 State how you would be useful to the company—describe your qualities and attributes and how these would contribute to the organization

### ■ ② Self-promotion

Describe your personality, including your qualities and attributes, and how you would apply these in your job.

#### Key points

- Self-analysis is a good way to identify your qualities and attributes. (→ Self-analysis and Evaluation P13)
- Rather than trying to describe all of your qualities, it is more effective to focus on just one and describe it in detail.
- Describe some situations where you demonstrated this quality.
- It is important to explain how you would harness this particular quality in performing the job you are applying for.

#### ■ How to structure your answer

- 1 Nominate a single quality (i.e. the main point)
- 2 Describe one or more events or situations that illustrate this quality
- 3 Explain how you would harness this particular quality in your job and/or how it would contribute to the organization.

### ■ ③ Key academic achievements

Don't just list your academic achievements—describe the challenges you faced along the way and what you gained from the experience.

#### Key points

- Self-analysis is a good way to identify your key achievements at university. (→ Self-analysis and Evaluation P13)
- Talk about some of the events or situations that inform your educational challenges and achievements.
- Describe what you gained from these experiences and how they contributed to your personal or professional growth.
- Where possible, include numerical results or reports of your achievements.

#### ■ How to structure your answer

- 1 Nominate one key achievement in your academic career (i.e. the main point)
- 2 List one or more events or situations that illustrate how you worked towards your goal
- 3 Describe what you gained from the experience and how it contributed to your personal or professional growth

### ■ ④ Common short-answer questions on the application form

Application forms that include blank spaces for applicants to draw pictures or paste photos have become popular in recent years, particularly among organizations that are looking for new recruits with the capacity to contribute from the outset.

Also, employers are starting to move away from the standard “tell us about yourself in 200 characters” question and focusing more on clarity of expression and concepts.

This suggests that employers are using the application form as a way to identify new recruits who have the capacity to contribute from the outset and who are able to demonstrate their competencies. As you prepare your application forms, always keep in mind what it is that employers want to see from their new recruits.

#### Application form example questions

- If you were a food, what would it be? Tell us in no more than 400 characters. (Food)
- What type of job are you looking for with us? How will you contribute to our company? (Trading)
- Why do we need you? In your answer, describe one of the hardest challenges you have faced in your academic career. (Machinery)
- What have you learned from your failures or disappointments thus far in life? (Trading)
- Where is the best place you have been to in your life? Why did you like it? (Travel)
- If you had three million dollars to spend, how would you use it to contribute to world peace? (Information and communications)

Using honorifics

Honorifics are an indispensable element in building trust with others. The key to using honorifics naturally is acquiring accurate knowledge, and at the same time, proactively using them in various situations in real life to get used to them. Above all, you should respect others so that honorifics will come naturally out of your mouth.

Types of honorific

- ① Respectful terms... words of respect directly in connection with the acts, status, and possessions of the other party
- ② Humble terms... words of modesty in connection with the acts and possessions of oneself
- ③ Polite terms... words used when it is necessary to respond politely and elegantly to others

	Respectful terms	Humble terms	Polite terms
いる	いらっしゃる	おります	います
行く	いらっしゃる	参る、伺う	行きます
来る	お越しになる	参る	来ます
言う	おっしゃる	申す	言います
聞く	お聞きになる	伺う	聞きます
見る	ご覧になる	拝見する	見ます
食べる	召し上げる	いただく	食べます
与える	くださる	差し上げる	与えます
する	なさる	いたす	します
思う	思われる	存じます	思います

Written Language and Spoken Language

The use of words when engaged in conversation in everyday life is known as “spoken language, and the use of words when writing sentences is known as “written language”. Make sure you are able to use Japanese in your work activities by understanding the “written language” used in application forms, etc., and the spoken language used in interview, etc.

Easily-Mistaken Written Language and Spoken Language

Spoken language	Written language
じゃない	ではない
してる	している
そんな	そのような
みんな	みな

Spoken language	Written language
色んな	色々な
なので	このため
でも	だが
すごい・すごく	非常に・大変

Letter-Writing Etiquette

Attaching a cover letter when you send your resume and application form brings a better impression. Note that there are certain etiquette rules to be observed when writing letters.

- When do letters need to be used?
  - When mailing application forms and resumes
  - It expresses your sense of gratitude better than e-mail, etc.

Cover Letter Etiquette

The diagram shows a cover letter envelope and its contents. Callouts point to specific parts:

- ① Date of submission: Write the date of submission on the right-hand side of the top line.
- ② Address: Write the address on the left-hand side of the second line in the main text.
- ③ Subject: Write the subject in the center of the page in slightly larger characters.
- ④ Details: Write the word “記 (Details)” at the top-center above the contents of the letter.
- ⑤ End: Write “以上 (End)” below the final line of all letters.

Envelope-Writing Etiquette

Address	Honorific	Example
Individuals	様	〇〇 様
Companies and Other Organizations	御中	株式会社〇〇御中
Job Title	様	人事担当者様
Job Titles Attached to Individual Names	様	人事部〇〇様

Writing on the Front of Envelopes	Writing on the Back of Envelopes
<p>切手 1110000</p> <p>東京都千代田区〇〇町△丁目×番□号</p> <p>株式会社〇〇商事</p> <p>人事部人事課 御中</p> <p>履歴書在中</p>	<p>〇月〇日</p> <p>〒100-0000</p> <p>〇〇大学△学部××学科 〇〇室</p> <p>〇〇〇〇</p> <p>東京都千代田区〇〇町△丁目×番□号</p>

- Points to Note When Writing Letters
  - Write the name and address in vertical characters.
  - Write the complete address without abbreviating the district or street number.
  - Refer to the above table for honorifics.
  - Write “履歴書在中 (Resume)” or “エントリーシート在中 (Application Form)” in red characters on the left-hand side.
  - When writing the address of the sender on the back of the envelope, write the address on the right-hand side of the central seam, and the name on the left-hand side.