

**All You Need To  
Know About  
Job Hunting in  
Japan!**

# **Job Hunting Guide for International Students**

## **2025**

Independent Administrative Institution  
Japan Student Services Organization (JASSO)

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# Before Starting to Job

Many aspects of job hunting in Japan are unfamiliar for international students. It appears that many that are job hunting under disadvantages compared to Japanese students.

Before starting to job hunt, make sure you understand the following two points.

## POINT 1

### Understand Japan's unique job hunting activity and schedule

First, start by understanding the uniqueness of job hunting in Japan and how the process is different from your own country. Although the schedule varies by each company, job hunting activities in Japan usually start with applications, company briefing sessions, written tests, and other activities in March the year before graduation—while still in school. Preparation such as internships, industry research, and self-analysis must be started even earlier. It makes a difference to understand the job hunting process, how job hunting works early on, and to start necessary preparations.

## POINT 2

### Gain Japanese skills for business scenes

What companies look for in international students is their "Japanese ability" and "communication skills". Japanese language ability is essential in order to explain yourself properly at interviews.

#### ■ Skills/traits which employers consider to be important when hiring international students

Skill/Trait	Manufacturing industry (%)	Nonmanufacturing industry (%)
Japanese language skills	64.8	75.7
Communication skills	55.2	65.4
Vitality	41.9	33.6
Enthusiasm	28.6	29.0
Specialization	26.7	22.4
English language skills	19.0	11.2
Imagination	14.3	14.0
Leadership	9.5	7.5
University attended	4.8	3.7
University academic record	1.9	1.9

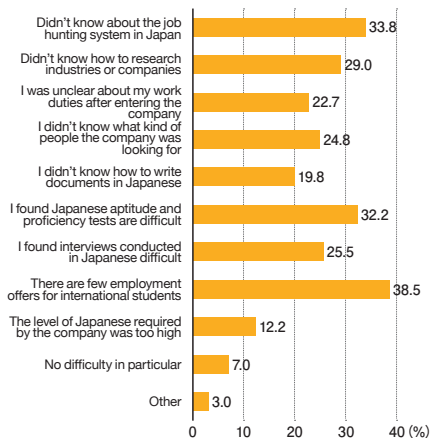
From *Survey on Career and Retention for International Students* (Ministry of Economy, Trade, and Industry, 2012)

As you can see from the graph on the next page, international students who experienced job hunting were troubled in areas such as "not understanding the system of Japanese job hunting" and "not knowing how to research industries and companies". They also felt a lack of language ability.

Please use this guidebook to take early action for your job hunting in Japan, and work on gaining Japanese language skills.

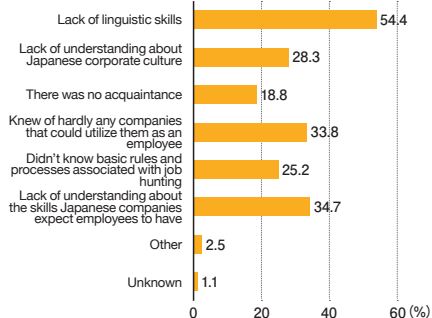
# Hunt in Japan

## Difficulties experienced during job hunting



From *Survey on Career and Retention for International Students*(Ministry of Economy, Trade, and Industry, 2015)

## What international students felt they were lacking while job hunting in Japan



From *Research on Employment Support for International Students by Japanese Universities*(Ministry of Health, Labour, and Welfare, 2014)

## Big changes in job hunting

Due to the spread of COVID-19, the way of job hunting has changed dramatically. The number of companies combining face-to-face job hunting with online job hunting has increased. As a result, you need to understand how to use IT equipment and prepare accordingly.

Online company briefing sessions

Online internship

Online interview

# Job Hunting in Japan

Job hunting activities in Japan are very unique and very different from job hunting in your own country. In order to succeed in job hunting in Japan, it is important to know about the recruitment circumstances in Japan.

## Features of Job Hunting in Japan

### ■ Simultaneous job hunting

Many companies in Japan commence their recruitment activities with the same schedule. The job hunting schedule for the employment of graduates for 2025 starts with accepting applications forms on March 1st, 2024. The selection will start on June 1st.

### ■ Simultaneous Recruitment of New Graduates

The employment of people who recently graduated from university, graduate school, vocational schools and other such schools, and who are seeking employment for the first time is called "Simultaneous recruitment of new graduates". Job hunting activities in Japan involve this unique style of recruiting new graduates, and the recruitment method adopted by companies involves the simultaneous recruitment of students who are scheduled to graduate every year. Companies commence their recruitment activities while the students are still studying at school. In "recruitment of past graduates", the number of companies that you can apply to and the number of applicants may decrease greatly.

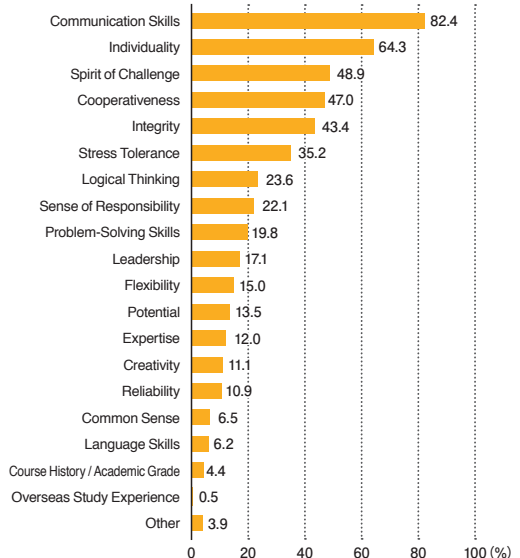
### ■ Joining the Company in April

In Japan, students generally start their studies in university and vocational schools in April and graduate in March. Because of this, students in Japan who graduate in March join a company and begin working from April 1st.

### ■ Potentiality-Based Recruitment

The potentiality-based recruitment means hiring personnel based on their potential for growth after joining the company, even if they can't play an active role immediately with work-ready skills. Therefore, companies think highly of communication skills, individuality, spirit of challenge, and cooperativeness that they have. In "recruitment of new graduates", the "potentiality-based recruitment" is adopted more often than "mid-career recruitment" that requires work-ready skills.

### ■ The key points in the selection process (choose five)



From FY2018 Survey Into Graduate Employment  
(The Japan Business Federation)

## Employment System in Japan

### ■ Lifetime Employment System

The lifetime employment system refers to the style in which a person is employed by the same company from the time they are still new graduates until retirement (60 years old, although this differs between companies). Although this is not clearly stated within employment contracts under normal circumstances, it is customarily expected in Japan that new recruits and companies tacitly agree to this. That's why it is important for new graduates to join the company immediately after graduation, and "hiring new graduates" has become the mainstream in Japan.

### ■ Seniority-Based System

This refers to a system in which employees are assigned positions and salary increases in accordance with the number of years they have worked for the company and their age. The system is based on the prerequisite that employees will accumulate work skills and know-how the longer they work for the company and the older they get, and that these skills and know-how will be reflected back on the company performance in the long run. However, recently there have been many companies switching to a performance-based system after a certain period of time.

## The Changing Style of Employment

The employment system described above is a common practice in Japan, but there is a movement to review the traditional employment system. The impact of COVID-19 has also accelerated it.

Some companies have changed from the conventional "Membership-Based Employment" approach, in which work is assigned to employees, to "Job-Based Employment" in which people are assigned to work.

### ■ Membership-Based Employment

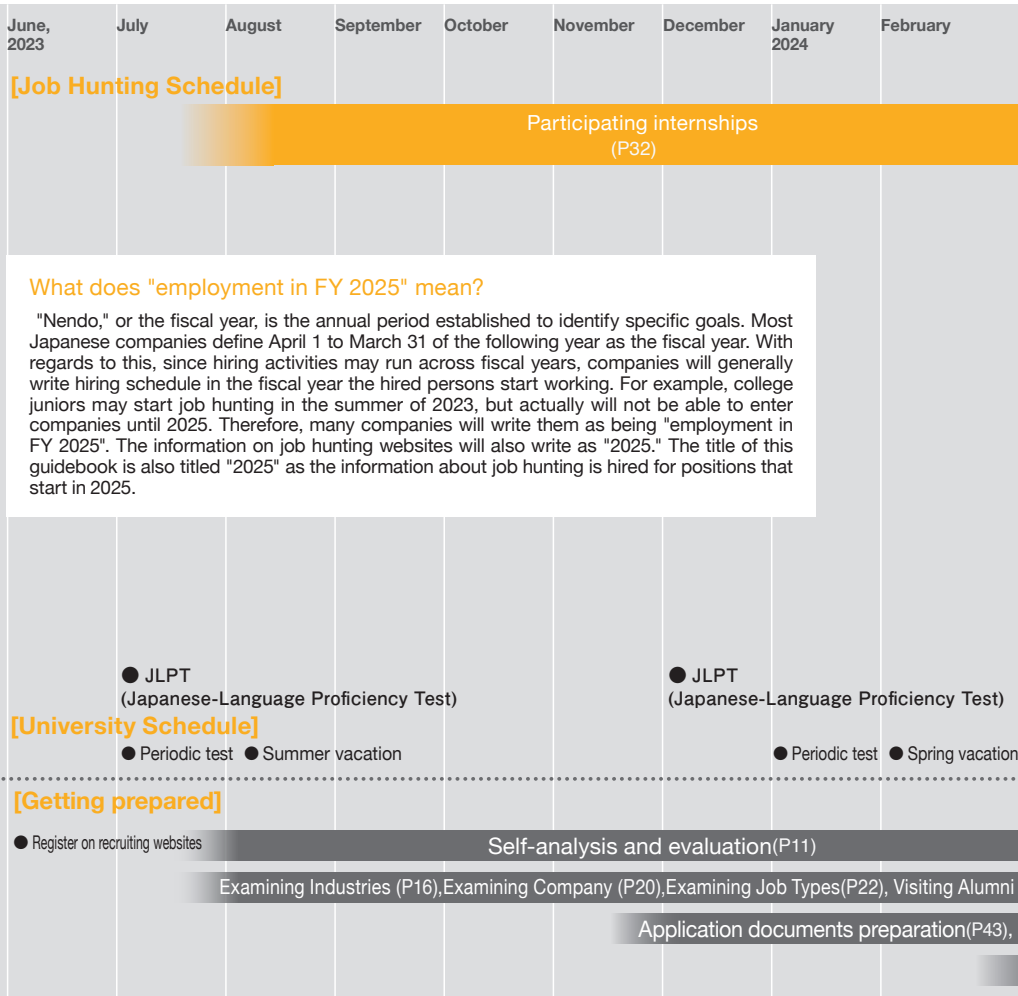
A style of employment that does not limit duties, place of work, or working hours. The main feature of this style of employment is that people are evaluated in accordance with their ability to perform all duties as generalists. This is a style of employment typical in Japan in which companies offer unlimited work in exchange for stable employment and treatment. Companies employ large numbers of new graduates simultaneously, provide OJT (On-the-Job Training) and internal training courses to ensure that they have the knowledge and experience necessary to perform their jobs. The main feature of this style of employment is that the jobs and workplaces they are assigned are not predetermined, so they can be relocated to any position at the discretion of the company. Owing to this, there is a possibility that recruits will not be assigned to the job and workplace that they desire. This style of employment means that the jobs offered in employee recruitment information are titled as "general work".

### ■ Job-Based Employment

A style of employment that limits duties and place of work, etc. The main feature of this style of employment is that the job description is clearly defined and that capabilities are evaluated by skill levels as specialists. The continuation of employment and treatment is determined according to job continuity and job performance, and it is the most common style of employment mainly in Western countries. It enables companies to secure capable workers with high levels of expertise. However, because workers are on a contract basis covering a specific area of work, contracts are terminated without the workers being reassigned to other work in the event that the duties they perform are no longer required due to changes in the company's financial status or policy. Hence, workers in job-based employment are at higher risk of losing their jobs than workers who are working in membership-based employment.

# Job Hunting Schedule

## Hypothetical Job Hunting Schedule for FY 2025



### ■ Employment for September Graduates

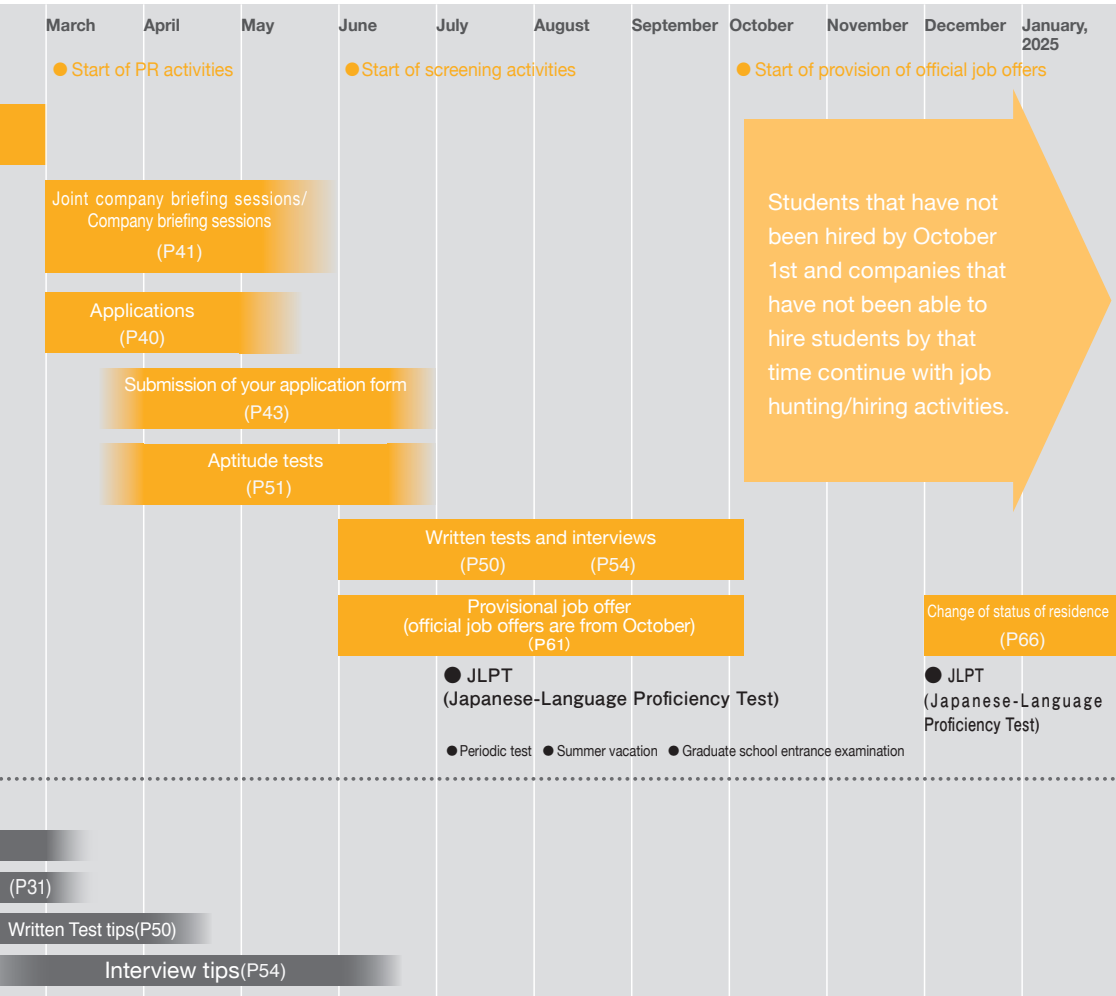
On the simultaneous recruitment calendar, September graduates will take their employment tests as new graduates at the same time as students graduating six months later.

With many companies, graduating in September and getting a job offer still means that the actual start of employment is in April the following year. With some companies, the start is in October. Make sure to confirm this in advance.

# The key is to start early and gather information!

International students tend to start job hunting later than Japanese students. Begin job hunting activities early. This is the key to successfully finding employment in Japan.

First, let's look at what you need to do and when you need to do it.



## ■ Year-Round Recruitment

Most companies recruit new graduates simultaneously to start employment in April assuming graduation in March for job hunting by new graduates. However, an increasing number of companies, mostly foreign and IT companies, are offering year-round recruitment, where they hire throughout the year. The increasing trend is expected to continue.

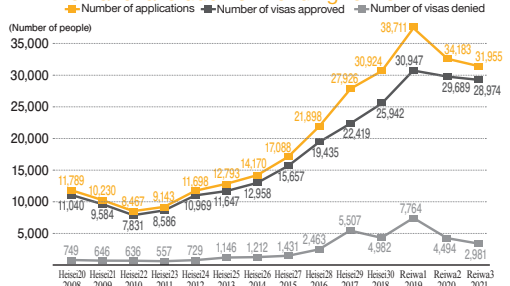


# Employment Situation of International Students

## Number of international students intending to work in Japan

As of May 1, Reiwa 4 (2022), the number of international students is 231,146. The number of international students in regular courses at universities and junior colleges and vocational schools is increasing. (according to the Japan Student Services Organization (JASSO))  
In Reiwa 3 (2021) a total of 31,955 international students applied for a change of status of residence for the purpose of employment at Japanese companies. Of these, 28,974 were approved.  
You need to make sure your Change of Status of Residence application fully meets the requirements to avoid rejection.

### Changes in the number of applications from international students intending to work

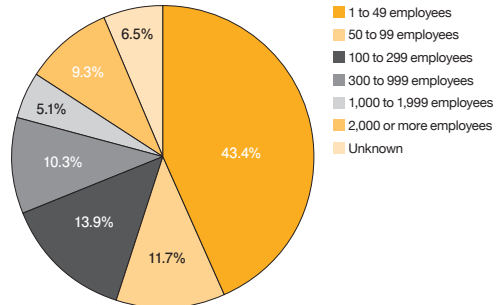


From *The Employment of International Students by Japanese Companies in 2021* (Immigration Services Agency of Japan)

## Sizes of companies where international students find employment

Since international students deeply desire to work for a large company, many of them want to enter a famous company. As can be seen according to the data in the graph on the right, approximately 80% find employment at small-to-mid-sized companies which have less than 1,000 employees and about the half of them find employment at small-to-mid-sized companies with less than 100 employees. In addition to serving as subcontractors for large companies, many Japanese small-to-mid-sized companies are outstanding, holding world-leading technologies and the highest market shares. Job seekers can expand their employment opportunities by researching what companies do in addition to their sizes.

### Percentages of international students engaged in employment by company size



From *The Employment of International Students by Japanese Companies in 2021* (Immigration Services Agency of Japan)

## Industries and job types at places of employment

Many international students work in wholesale and retail industries, and many of them work in translation and interpretation.

### Industries and job content at places of employment

Note: Participants were allowed to choose multiple answers.

Industry type	Composition ratio (%)	Industry type	Composition ratio (%)	Job Types	Composition ratio (%)
Wholesale and retail	17.2	Metal product	3.0	Translation/Interpretation	17.1
Academic research, professional and technical services	7.6	Groceries	2.7	Planning (Marketing Research)	7.6
Information and communications	7.3	Electrical machinery and apparatus	1.9	Overseas transactions	7.5
Medical and welfare	7.0	Plastic product	1.7	Management/Administrative work	7.2
Lodging	5.7	Transportation machinery and equipment	1.6	Information processing and information and communications	6.9
Employment placement and labor outsourcing	5.5	Machinery and equipment for production	1.5	Corporate sales	5.3
Construction	4.5	Textile product	0.7	Planning Affairs (Public Relations and Advertising)	4.8
Real estate and goods leasing	4.3	Other	5.1	Technology development	4.6
Restaurant service	4.1	Manufacturing subtotal	18.1	Accounting work	4.2
Education	3.5			Certified care worker	3.6
Transportation and Correspondence Delivery Business	1.6			Manufacturing control	3.2
Finance and insurance	0.7			Research studies	2.6
Other	11.5			CAD Operation	2.1
Non-manufacturing subtotal	80.3			Other	23.3

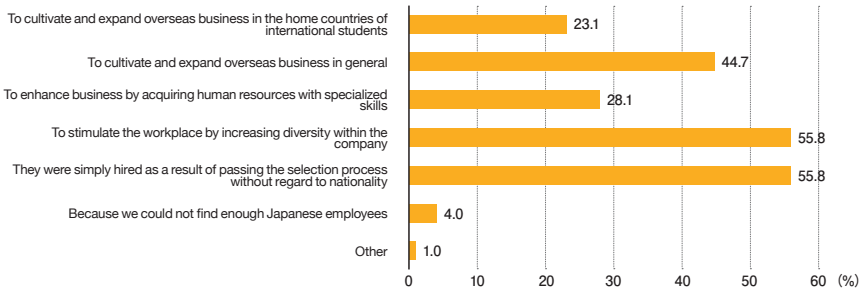
From *The Employment of International Students by Japanese Companies in 2021* (Immigration Services Agency of Japan)

# What Japanese Companies Expect

## Reasons for hiring international students

The first reason why Japanese companies hire international students is "As a result of conducting hiring activities regardless of applicant's nationality, the international student was hired." This is in accordance with the hiring policy, "secure excellent human resources regardless of nationality." The second reason is the concept of diversity. The companies aim to stimulate their organizations by deliberately securing employees with varied backgrounds. The third reason is to hire people who can serve as a bridge between the company and overseas, and develop or expand their business overseas.

### Reasons for hiring international students

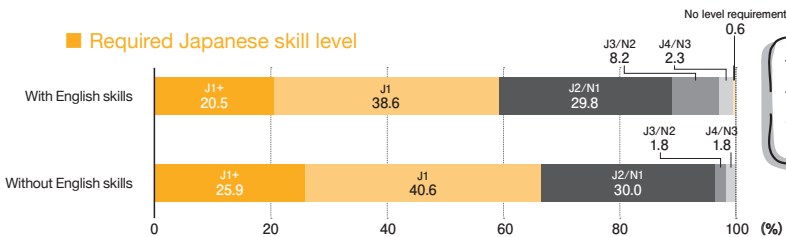


From *Survey on Career and Retention for International Students* (Ministry of Economy, Trade, and Industry, 2015)

## Level of Japanese language skills required for international students

One of the skills that Japanese companies focus on most in hiring international students is the Japanese Proficiency Level. Lots of companies require job-seekers to submit application forms and attend interviews in the hiring process. Since companies consider interviews to be very important, "the ability to understand explanations (listening skills)" and "the ability to communicate about oneself (speaking skills)" is necessary. More than 90% of Japanese companies expect international students without any English skills to be at Japanese Proficiency Level Test N1 or above at the time of hiring. Although few in number, there are some companies that will hire English speaking international students at the N2 level.

### Required Japanese skill level



Take the JLPT or the BJT Test and get a good score.



- J1+ .....Able to sufficiently communicate in Japanese in any business setting
  - J1 .....Able to adequately communicate in Japanese in a wide range of business settings
  - J2/N1 .....Able to adequately communicate in Japanese in a limited amount of business settings
  - J3/N2 .....Able to communicate to some extent in Japanese in a limited amount of business settings
  - J4/N3 .....Able to communicate at a minimal level in Japanese in a limited amount of business settings
- BJT Business Japanese Proficiency Test (J1+ to J5)

From *Survey on Career and Retention for International Students* (Ministry of Economy, Trade, and Industry, 2015)

# Preparing for Job Hunting Activities

## Self-analysis and Evaluation

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## Researching Industries

Examine companies that belong to the industry you are interested in ..... 16

## Researching Companies

Research a company which belongs to the industry you desire ..... 20

## Researching Job Types

Learning job types and required skills ..... 22

## Visiting Alumni

The best opportunities to hear what working people really think ..... 31

## Internships

Internships are valuable opportunities to experience working ..... 32

# Self-analysis and Evaluation

## Job hunting starts with self-analysis and evaluation

Self-analysis and evaluation involve asking yourself questions regarding your strong and weak points, preferences, expertise, skills, interests, dreams for the future, values, and outlook on life, then organizing your thoughts. In other words, self-analysis and evaluation enable you to learn about yourself in a deeper sense than ever before by gazing back over your past, reflecting on your current self, and visualizing your ideal future self. It is important not to choose a company because it is a famous or a big company, but to look for a job according to your own criteria.

### Objectives of self-analysis and evaluation

- 1 To identify your own criteria for the type of job that you want to do, and the type of job you are suited to
- 2 To find out what you should appeal to on an application form or at an interview

### How to analyze and evaluate yourself

Start your self-analysis by looking back on yourself about "Past (so far)" and "Future (from now on)".

<b>What does my past say about me?</b> → P12	Write down specific episodes from your childhood to the present, such as "things that were fun", "what you work hard on", "things that were challenging", and "things that had an impact on you", etc. Looking back on why you think so can be a clue to your suitability for future jobs.
<b>What sort of person do I want to be?</b> → P12 · 13	Consider your goals and aspirations, write down what/where you want to be in 3, 5, and 10 years.
<b>What does Japan mean to me?</b> → P13	Analyze yourself as an international student. "Why did you decide to study in Japan?" "Why do you want to work in Japan?". Organize your thoughts from the past and the future so that you can answer in the interview.



Another way to "know yourself" is to ask people around you, such as friends, how you are perceived and your strengths and weaknesses. By doing so, you will be able to know things about yourself that you didn't realize.

## What does my past say about me? — Create your own personal history —

Find out more about your past by writing down your own history. By gazing back on your past and writing down what happened in the past, you can learn what you cherish and what you value.

### ■ How to create your personal history

- 1 Write down your experiences and events, what you were good at and what you were not good at, and so on, in each educational background of elementary school, junior high school, high school, university, and graduate school.
- 2 Write down what you thought, what you did, and what you learned from the experience.

### Your personal history - Examples

School (Age)	Experiences, events, what I was good at, what I was bad at, etc.	Thoughts, actions, and lessons learned from experiences and events.
Elementary (6-12)	· Played basketball with my friends in the park almost every day	· Learned the joy in achieving something as a team
Junior high (12-15)	· Got a computer for my birthday	· Became interested in games and started learning game programming by myself
Senior high (15-18)	· Started reading Japanese manga	· Became interested in Japan and wanted to learn more about Japan
University (18-22)	· Went to Japan to study	· Found my positive attitude towards things I was interested in
Graduate school (22-)	· Learned about Japanese economy system	· Decided to become a bridge between Japan and my home country



At the interview, you should talk not only about events that have had a big impact on your life, but it's important to describe what you thought, how you responded, and what you learned from the experience in your own words.  
It is important to look back on the past and understand your behavioral traits and values.

## What sort of person do I want to be? — Create your own future timeline —

Create your future timeline to help you clarify your goals and aspirations for the future. Your "Future timeline" should be written chronologically about how you want to succeed in the company and how you plan your life after graduation.

### ■ How to make your future timeline

- 1 Create a chart, divide your future timeline into specific milestones: 3, 5, 10, 20, and 30 years from now.
- 2 List your life plan and work goals at each milestone, not from the perspective of whether they are achievable or not.
- 3 Write down the reasons underlying your choice of goals and how you can achieve those goals.

## Future timeline - Examples

Time	Life plan	Reasons	Work goals	How can I achieve them?
After 3 years	• Expand my network	• Want to build a good relationship	• Learn the basics of business in Japan	• Act positively and attend seminars, etc
After 5 years	• Get married	• Want to build a foundation for life in Japan	• Participate in a new project	• Work enthusiastically on daily tasks and become the person nominated for new projects.
After 10 years	• Buy a house in the suburbs	• Want to live a life where I can feel nature	• Become the leader of a project to promote a new business	• Gain experiences and develop responsiveness skills to become a trusted key member of the team.
After 20 years	<b>Figure out your life plan for the next 20 or 30 years.</b>			
After 30 years				



By setting goals, you can make it clear what needs to be done. Also, you can answer smoothly when you are asked the reason for applying at the interview.

### What does Japan mean to me? – Why did I choose to come here as an international student? –

In interviews, employers will often ask international students questions such as **"Why did you choose to study in Japan?"**, **"Why do you want to get a job in Japan/work for a Japanese company?"**.

In the past ..... What got me interested in Japan?

In the future ..... How and why you would like to engage with Japan in the future.

Organize your thoughts based on things from your past as well as your aspirations for the future, and prepare your answers for an interview.



Consider the relevance to Japan. Even the smallest idea or motivation can tell an important story about you. Concentrate less on events or situations and more on how they affected you or what you felt about them.

## How I analyze myself

The voice of experienced job-seekers regarding how they did "self-analysis". Some of them said, "My self-analysis finally helped me understand what I wanted to do."

I analyzed my strengths and weaknesses, hobbies, and past experiences. In addition, I asked questions to teachers and classmates to analyze myself. As for the question of "Things that were fun and challenging in my school days" which was often asked in the interview and the application form, I listed each episode and looked back on how I grew up learning from them. **Taiwanese (Female)**

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I participated in a job preparation class held by the university's Career Center in the fall semester of my junior year, prepared a self-analysis sheet, and conducted self-analysis. After that, I used the job hunting application to analyze my strengths, weaknesses and personality. **Chinese (Male)**

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I summarized the experiences that impressed me and explored why I felt that way and why I acted that way. I also took an online aptitude test and used it as a reference to see which profession was right for me. **Korean (Female)**

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I wrote down on paper what I did from high school to now and what I learned. I wrote it not only once, but again after some time. That helped me to remember a lot of things I had learned. **Vietnamese (Female)**

---

I looked through my diary to find out what I did when I was successful or when I solved a problem and what my strengths and weaknesses were. **Korean (Female)**

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I looked back on why I decided to study in Japan. From there, I analyzed the sense of values I gained from Japanese society as I lived. We also conducted a self-analysis focusing on the values I had gained by interacting with people at universities and part-time jobs, and the values I had from the influence from my family environment. **Bangladesh (Male)**

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Visiting Alumni was very helpful for self-analysis. I was able to see if I could do the job and if I was interested in the job by asking the former students who were working at the company what kind of work they do. **Mongolia (Female)**

# Collecting Information on Job Hunting

In order to succeed in getting a job in Japan, it is important to start preparing early and at the same time collect information about job hunting correctly.

## Make use of the Internet

Job hunting Site (See page 40)  
Employment support and information site for international students (See page 30)  
Website of each company  
Chamber of Commerce and Industry  
JETRO, etc.

## Read related books and magazines

Publications such as industry maps and industry guides from different publishing companies. "Job hunting section" in bookstores, libraries, and school libraries are full of books and magazines on employment.

## Visit the Career Center or Career Services Division (including International Exchange Center, etc.) on campus.

Career centers and Career Services Division are places where you can gather information related to job hunting such as job offers from companies, useful books and magazines, company briefing session information, and job hunting reports from former students. They also provide instructions about interviews and writing your resume and application forms. You should go and get a consultation frequently during job hunting.

## Make use of Employment Service Centers for Foreigners and Hello Work (government employment service).

Job postings and internship information specialized for international students are available. They also provide individual job counseling. (Refer to the back cover)

## Participate in company briefing sessions

Joint company briefings held inside or outside the school provide an opportunity to gather information on multiple companies. In addition, some companies hold individual company briefings. Many companies now organize those opportunities online. Please check the information on job search websites or the bulletin board at career centers.

## Visit Alumni

You can talk directly to former students who are actually working. For details, see page 31.



# Researching Industries

## Research companies that belong to the industry you are interested in.

"Industry" refers to a broad classification of industrial activities such as manufacturing, commerce, distribution and retail. The first step in identifying potential employers is to choose the industry and company you want to work in.

Once your interests are clear through self-analysis, find out what industry suits you. "Industry research" is the first step in choosing the company you want.

### Why research industries and companies?

- 1 In order to find out what industries there are in Japan.
- 2 To identify the industries and companies that you would like to work in.
- 3 To help you to understand what motivates you to apply for the job. You can use this information in the job application and initial interview.

### How to research industries

In order to conduct industry research, we first learn what industries there are in Japan, then narrow down the industries you are interested in and investigate them in detail. You can study each industry in detail, using the following five-step process.

#### 1 Analyze economic and social trends.

Watch and listen to the news.

#### 2 Find out what industries there are.

Search on the internet and look through the relevant publications.

#### 3 Identify all of the industries that interest you and/or suit your skills.

Look for industries that appear to be consistent with your long-term career goals.

#### 4 Also explore industries that are connected with those industries you identified in Step 3.

This will give you a broader range of options for your preferred industry.

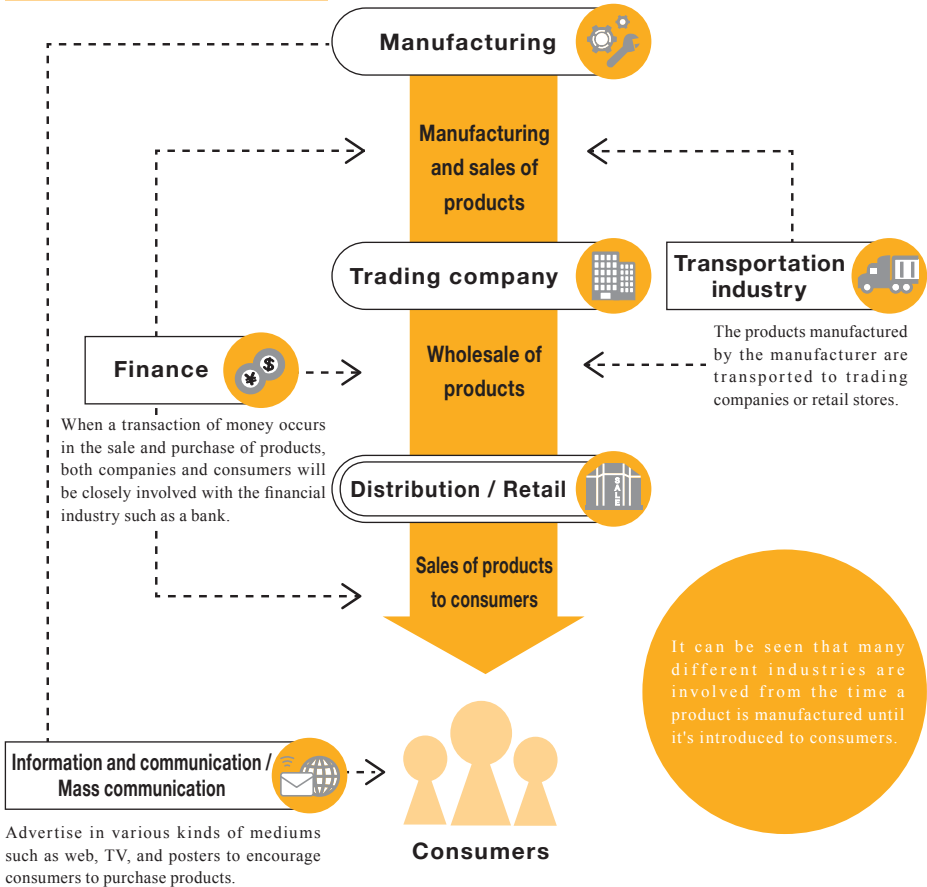
#### 5 Now make a shortlist of industries in which you are most interested. Use this shortlist to conduct more in-depth research into the industries where possible.

Find out which companies are operating in your shortlisted industries.

## Relationships between industries

When researching an industry, it is important to understand the connections between the industry you are interested in and other industries. Even if you want to work in a specific industry, researching a variety of industries at the beginning of your job hunting will broaden your perspective and the range of industries you wish to work in. Let's look at the industries related to the retail business as an example.

### Example of the retail industry



### Popular industries for international students

One of the popular industries for international students is the consulting industry. The consulting industry is a business conducting a wide range of research and providing support to accomplish the tasks that the company is facing such as management strategies and business systems. In addition, many students tend to apply to trading companies, as well as the Information, Communication and Mass Communication industry. / Mass communication industry.





# Manufacturing

The ability to predict and manufacture products to match the needs of an era is the key!

There are all sorts of manufacturers. They can be divided into many industries such as electronics, automotive, and food based on what they produce. In addition to producing daily goods that are familiar to us, manufacturers also produce semiconductors, electronic components, and materials used to produce houses and automobiles. It is important not only to manufacture high-quality products but also to create products with a story that attracts and resonates with consumers.

## Main industries

- Food
- Electronic and electrical equipment
- Automobiles and transportation equipment
- Chemicals and petroleum
- Construction
- Housing and interior design

## Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23
- Technology and research...P24



# Trading companies

Trading professionals connect people with corporations, corporations with corporations.

From buying and selling products at stores to purchasing oil, natural gas, or other energy resources, trading companies serve as channels between corporations and consumers, as well as between corporations.

There are two prominent types of trading companies: general trading companies that handle diverse products, and specialized trading companies that only handle specific products. The former type features comprehensiveness, and the latter expertise. Since there are opportunities to do business with various countries, the ability to work globally is required.

## Main industries

- General trading companies
- Specialized trading companies (food)
- Specialized trading companies (iron, steel, and metals)
- Specialized trading companies (textiles and apparel)

## Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23



# Finance

From where there is a surplus to where there is a shortage, this is the 'lubricant of the economy' supporting Japan

The term "finance" advances money from those with a surplus to those experiencing a shortage to adjust temporary deficiency and excess. Japanese financial institutions include public sector financial institutions whose objectives are economic development and stability of national life. They also include private sector financial institutions that engage in indirect financing of loan corporations with funds (accumulated in the form of deposits) and direct financing of intermediate trading of stock certificates and bonds. In addition, there are credit and loan companies, as well as lease companies for lending store equipment.

## Main industries

- Banks
- Securities and investment trust management
- Credit, loans, and leasing
- Insurance
- Credit associations

## Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23
- Specialized...P25
- Finance...P27



# Services

Providing intangible goods to create an enriched life

"Services" is an economic term that refers to intangible goods that provide benefits or satisfaction, and do not leave any commodity remaining after their sale or purchase. Businesses that handle such goods are considered service industries. There are many service industries in the world. For example, we use transportation and traffic services, leisure services, food services, and medical services. Service industries aim to provide convenience and satisfaction to consumers. Considering the expansion of globalization in recent years, an international perspective is required to provide better services to customers.

### Main industries

- Consulting and research
- Hotels, travel, and sightseeing
- Transportation, distribution, and warehousing
- Food services
- Medical, welfare, and care services
- Nonprofit, special, and independent, administrative institutions

### Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23
- Specialized...P25
- Sales and services...P26



# Distribution and retail

The architect of a consumer society connecting producers and consumers

The flow of products from production to consumption is called "distribution", and businesses that sell products to consumers are called "retailers".

The key to retailing is understanding the constantly changing needs of consumers and responding to them accurately. Retailers include department stores, which have supported consumption in Japan, supermarkets, convenience stores, and specialty stores such as electronics retail stores, and mail order businesses.

### Main industries

- Department stores
- Supermarkets
- Convenience stores
- Specialty stores
- Mail order

### Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23
- Specialized...P25
- Sales and services...P26



# Information, communications, and mass media

A growing industry where technological advances have a major impact on society with excellent market potential

The Information and Communications industry makes peoples' lives more convenient through the usage of information and communication technology (ICT), such as mobile phones and the internet.

The term "mass media" collectively refers to newspaper companies, news service agencies, publishers, broadcasters, advertising agencies, record companies, production companies, and freelance journalists. They communicate a large amount of information to a multitude of people. This characteristic of the industry has resulted in a significant impact on opinion-making.

### Main industries

- Software and information processing
- Game software
- Communications
- Internet technology
- Publishing
- Broadcasting

### Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23
- Specialized...P25
- Creative...P28
- IT...P28

# Researching Companies

## Research a company that belongs in an industry you prefer

When researching a company, you should study from two key perspectives:

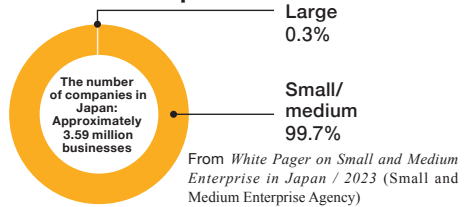
"Management Perspective" including the company philosophy and management, the business strategy and performance, the management resource, etc. and "Workplace Perspective" including the human resource and organization, the job assignment, the evaluation and treatment, etc.



## Company size

Japan has approximately 3.59 million businesses and small and medium businesses account for 99.7% of the total. International students are often keen to work for large corporations that are well-known in their home countries. But it is important to consider potential employers of all sizes, as this will significantly increase your chances of getting a job in Japan.

## The percentage of total number of companies



## Benefits by company size

### Large

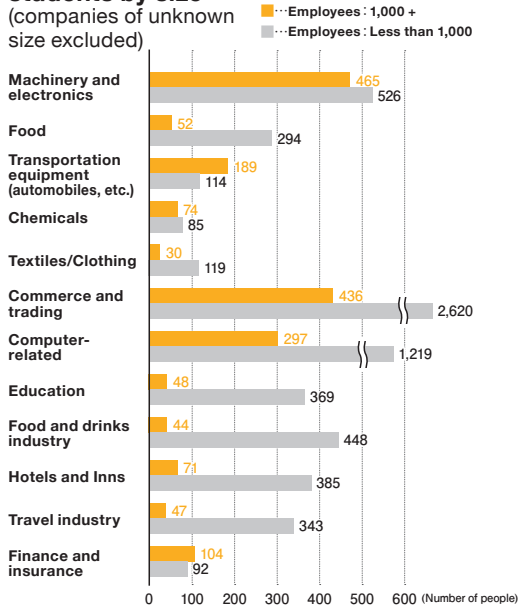
- Comprehensive employee training programs
- Comprehensive employee welfare schemes
- Opportunities to be involved in major projects

### Small/medium

- Employees are given important tasks/duties from an early stage
- Broadly defined roles, with potential to take on various duties and gain a wide range of experiences a wide range of experiences
- More likely to adopt performance base system, so promotion speed is relatively fast.

## Employers of international students by size

(companies of unknown size excluded)



From *The Employment of International Students by Japanese Companies in 2015* (Immigration Bureau, Ministry of Justice)

As can be seen from the left page, most Japanese companies are small-to-mid-sized companies. Here is a guide on how to conduct research on small-to-mid-sized companies that have less information available compared to large companies.

## Finding a small-to-mid-sized company

### ■ Search on employment information websites

See page 40 for the list of major employment information sites. On page 30 there is an introduction on how to find employment support companies specializing in international students. Search companies that meet your requirements using those job information sites.

### ■ Participate in joint company briefings

Some small-to-mid-sized companies can only be found at joint company briefing sessions held by universities and local governments. Check out any information from on-campus Career Centers and on the websites of local governments and chambers of commerce for information on company briefing sessions.

### ■ Register on scout-type recruiting websites

Due to the impact of COVID-19, companies have been forced to reduce direct contact with students, so talent scouting sites are also attracting attention. Once you register your account, you will receive scout emails from companies interested in your profile. More and more companies are using scouting websites because companies can approach the human resource that companies are looking for.

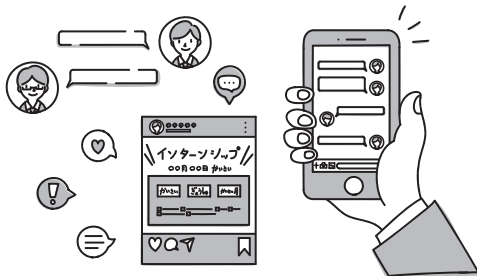
## How to choose a small-to-mid-sized company

- Choose a company that fits your requirements, regardless of the size of the company.
- At small and medium-sized companies, since you are close to the executives, it is important to see carefully checking on the company web site and in the interview if their personality and way of thinking suit you.
- See if the company has any future growth prospects.

## Corporate research using social media

In addition to their own websites, many companies use various social media to share information. If you follow the social media accounts of the company you are interested in, you can learn about the company, the atmosphere of the company, and the people working there.

Social media are also convenient as a means to know the situation of other students. You can see how they are working on job hunting and their challenges, so you can use them as a reference. Also, there are job hunting sites where you can read articles about job hunting experiences and exchange information.



# Researching Job Types

## Researching job types and required skills

"Job Type" refers to the type of occupation. Which industry you work in is important, but skills required differ based on what kind of job you want. This section describes job types and explains job descriptions for each type of job.

## Clerical and administrative

These occupations require contact with all employees, including executives. They support important decision-making for companies, such as developing corporate frameworks and recruitment, in order to enhance business efficiency and improve the workplace environment.

### General affairs, human resources, and labor

These occupations support various departments inside companies. General affairs personnel consolidate workplace environment, organize in-house events, and communicate various messages, etc. Human resources personnel support new employee recruitment, education, and other manpower-related operations. Labor personnel manage employee working conditions and arrange for items related to benefits and social insurance.

### Finance, accounting, and treasury

These occupations involve work related to money used in corporate activities. Finance and accounting personnel manage money that their company receives and spends each day and create documents to be submitted to in-house departments, shareholders, and related government offices. Treasury personnel conduct budget and account settlement operations, and in some cases, are responsible for implementing duties in accordance with corporate strategies, such as negotiations with financial institutions for financing.

### Legal affairs, screening, and patents

Legal affairs personnel are in charge of legal clerical work in overall corporate activities. They also contact and consult with corporate lawyers. Screening personnel check the legality of various contracts that arise during the execution of business. Patent personnel apply for and register new products and technologies, and file lawsuits when patents are violated.

### Distribution and inventory control

Individuals in these occupations use information systems to comprehensively control processes ranging from materials procurement to inventory management and product delivery.

### Trade clerk and overseas clerk

In order for a company to carry out import and export business smoothly, they are in charge of customs clearance procedures, declaration of customs duties, arrangement of transportation and warehouse, payment and collection of payment, etc.

### Clerk, secretary, and receptionist

Clerks are in charge of a broad range of work, including handling phone calls and entering data, as well as buying goods and performing general affairs work relating to employee welfare. Secretaries are required to perform work ranging from managing the schedule of their superior to taking care of their superior's daily affairs. Receptionists are in charge of attending to visitors and directing them to the relevant locations.

What you should do while in school

These occupations provide support to ensure the smooth execution of corporate business operations, and involve coordination of the movement of people, goods, money, and information. You should assume a leadership role in your seminar class or group to gain experience in being responsible for an organization or group, and to develop skills for preventing/solving problems and managing others.

# Planning

These occupations are required at all types of company. Individuals in these occupations plan and develop new products and devise sales strategies.

## Advertising and public relations

To promote the sale of products and services and to enhance corporate image, advertising and public relations personnel communicate financial results, corporate policies and other company information to the world. The work is conducted in cooperation with advertising agencies.

## Research studies and marketing

These occupations involve the study of market trends. Individuals in these occupations use the results of their studies to develop sales strategies for products and services and to develop new products. In addition to products, they analyze advertisements, sales strategies, and distribution channels, etc., in a comprehensive manner.

## Planning and product development

These occupations involve understanding the needs of customers in order to create products. Individuals in these occupations repeatedly create prototypes and conduct monitor surveys to develop distribution channels and sales strategies. Collaboration with research divisions and production divisions is indispensable, because they are the ones that actually commercialize products based on targets set for pricing, etc.

## Corporate planning

Corporate planning personnel utilize their expertise in corporate planning to support presidents, executives, and other members of top management. They have many opportunities to interact with management and are entrusted to make important decisions affecting the future of their company.

What you should do while in school

You need to have the ability to collect, organize, and analyze information and grasp trends. You also need to have the ability to actualize your ideas. You should use activities inside and outside school to develop communication skills and the ability to propose ideas. It is also important to develop thinking skills through planning events, writing reports, or pursuing graduation work.

# Sales

Individuals in these occupations target companies and individuals to propose and sell company products and services. They listen and respond to customers' demands in order to acquire the trust of the customer, which leads to sales. They also formulate and lead systems to produce profits.

## Sales (mainly new customer development)

Individual sales representatives visit homes to introduce and sell company products, while corporate sales representatives visit companies to obtain contracts. New customer development involves visiting companies/individuals inside an assigned area.

## Sales (mainly existing customers)

These sales representatives target regular customers and client companies. It is fundamental for both individual and corporate sales representatives to establish trust with their customers. In addition, they are required to proactively gather information, etc., and make cutting-edge proposals, based on a relationship of trust.

## Sales promotion and merchandising

Sales promotion personnel assist in setting goals for each division, office, or sales representative, developing tools and providing data. Merchandising personnel communicate product characteristics and other information to sales channels in order to provide ways to effectively sell products.

What you should do while in school

As a way to train yourself to listen carefully to what others say, you should develop communication skills and the ability to accurately understand the other party's demands. It is also useful to build a wide network of personal connections.



# Technology and research

These occupations involve researching new technologies and creating products in collaboration with sales and production divisions, within prearranged schedule.

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## Basic research

Basic research personnel develop new areas with the expectation of creating an advantage in the future. In many cases, they conduct joint research with universities and public institutions. In the medical supply field, joint research with overseas groups is also prominent. It is necessary to be able to foresee what industry your research theme will become useful for in the future.

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## Applied research and technology development

Applied research personnel use the results of basic research to conduct research that will lead to specific technologies/products. Technology development personnel aim to establish technologies to effectively produce and provide products and services.

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## Production and manufacturing Technology

Production and manufacturing technology personnel are in charge of work ranging from planning and designing production lines, selecting individual equipment, and determining specifications, to installing and maintaining equipment. Within a team, they jointly conduct operations with a division of roles, such as electricity, machinery, and controls. Today, as production of small-lot, multiple models has become mainstream, the role of production and manufacturing technology engineers is becoming more significant.

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## Quality, production management, and maintenance

Quality personnel plan inspections and check the actual sites to prevent problems in the manufacturing process. Production management personnel control production in accordance with business plans and requests from sales representatives. Maintenance personnel inspect and maintain production lines.

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## Architectural and civil engineering design, surveying, and cost management

Architectural and civil engineering design can be largely divided into three categories: "housing" for individual homes and apartment buildings, "other architecture" for office buildings and large stores, and "civil" for parks, roads, and tunnels. Surveying involves determining the topography of sites. Cost management personnel calculate and manage budgets related to construction work.

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## Construction management

Construction management personnel execute control over construction and civil engineering work, and act as field foremen. Their job content varies depending on the content of construction work and the scale of the project. They arrange for workers, control quality, and also manage schedules. In the case of large buildings or civil engineering work, they sometimes coordinate with subcontractors.

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## Machinery and electronic equipment design

They are the core of commercializing machinery and electronic equipment manufactured by electronic equipment manufacturers and machinery manufacturers. They fully utilize CAD to create designs that are advanced and stable in functionality, while also being user-friendly and beautiful.

What you should do while in school

These occupations place importance on accurate and effective performance of work and specialized knowledge in product development and realization. You should adopt an attitude that is highly motivated and diligent in pursuing your interests. It is also useful to acquire qualifications and licenses to enhance your expertise. You should learn research methods that are in accordance with demands through report writing and other work based on materials and data.

# Specialized

These occupations only exist in specific industries. They require advanced skills and specialized knowledge of individual fields. In many cases, one of the criteria for you to get a job is having specific qualifications or certification.

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## MR

MR is an abbreviation for "medical representative." They represent pharmaceutical companies and communicate the efficacy and characteristics of the pharmaceuticals manufactured by their company to doctors and other medical staff.

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## Pharmacist

Pharmacists dispense medications in accordance with prescriptions issued by doctors. Their job also has an aspect of the service industry because they give instructions and advice to patients and customers on how to take medicine, such as informing them about possible side effects and allergies. They also order pharmaceuticals and control their inventory.

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## Medical technician and nurse

There are several types of medical technician, including "medical technologists" who examine specimens, "clinical radiologists" who diagnose and treat patients using radiation, and "clinical engineers" who operate and maintain artificial organs. Nurses are in charge of health and hygiene management and treating the diseases of the elderly and other patients as directed by doctors.

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## Nutritionist

Nutritionists are in charge of improving and providing counseling regarding the diet of their patients or customers. Their duties include instructing cooking staff, managing hygiene at food service facilities, calculating calories, and creating menus. In addition, nationally certified senior nutritionists, a higher ranked nutritionist, conduct nutritional counseling at special care facilities under license from the Ministry of Health, Labour and Welfare.

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## Welfare worker, care worker, and home helper

Welfare workers provide consultation and care related to welfare, to those who have disabilities or difficulties in performing normal daily activities. Care workers assist the elderly and physically-challenged in developing independence, and give advice on how to provide care. Home helpers visit the homes of the elderly and physically-challenged to provide services.

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## Nursery school teacher

Nursery school teachers substitute for parents in providing instructions on general daily living in accordance with the age of the children at nursery schools, preschools, etc. In recent years, the scope of their work has been expanding into day-care centers inside department stores, leisure facilities, and companies.

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## Lecturer and instructor

The job content of these occupations varies. In the case of a private tutoring school, for example, lecturers and instructors mainly work to improve the academic ability of their students and give advice on how to pass entrance exams for the schools each student wants to attend. In the case of providing education to working adults, lecturers and instructors can be responsible for teaching classes in a school setting. They can also visit companies to conduct employee training. There are also sports instructors who provide instruction at sport gyms or fitness clubs.

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## Business consultant

Business consultants act as advisers to business managers and give advice on management issues from an objective standpoint. They also clarify issues and problems regarding businesses, human resources, and systems, to formulate improvement plans and to suggest procedures to execute such plans.

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## IT consultant

IT consultants provide consulting related to IT that is directly connected to the management of a company. Such consulting services include things such as acting as an advisor for the implementation of a new system at a computer manufacturer, drawing up tentative IT strategy plans, analyzing results, and establishing systems, and outsourcing their operation.

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## Specialized consultant

In recent years, the field of consulting has expanded, and specialized consultants have appeared to provide advice and guidance on business improvement for various industries such as finance, distribution, and medical care. Also, there are consultants who are involved with a specific operation at a company, such as sales, patents, or taxation business.

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## Financial advisor

Financial advisors are consulted on and give advice on the management of the assets of individual customers (deposits and savings, insurance, securities, real estate, etc.), land use, inheritance issues, and other related general financial topics.

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## Translator

Translators work to translate sentences written in foreign languages into Japanese. There are literary translations for novels and children's books, video translations to put subtitles in movies and overseas TV dramas, and business translation for technical fields such as IT and medical, as well as corporate contracts and reports, etc.

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## Interpreter

Their job is to support communication between Japanese and foreign people. Simultaneous interpretation refers to providing interpretation at the same time as a speaker is talking, and consecutive interpretation refers to providing interpretation in batches. Business interpretation is used in inter-business transactions and other business operations, conference interpretation is used in international conferences, and broadcasting interpretation is used to provide interpretation for dual-language broadcasting on TV.

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## Announcer

Announcers use their voice and words to communicate information to many people. In addition to hosting TV information and variety shows and sports commentary, they also act as a radio personality and host for events.

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What you should do while in school

Since these are jobs that require that requires a high level of expertise and skill, you should be willing to learn about your interests. It is also useful to acquire qualifications and licenses to enhance your expertise. As a way to train yourself to carefully listen to what others say, you should develop communication skills.

# Sales and services

These occupations involve selling products and providing services at department stores, specialty stores, and mass retailers. Individuals in these occupations also understand consumer needs and promptly propose products, grasping overall trends to allow them to formulate sales strategies.

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## Sales staff and attendant

Sales staff and attendants attend to customers at department stores, supermarkets, mass retailers, and individual specialty stores. They introduce products according to the customer's taste. They also devise ways to encourage customers to visit their stores by preparing direct marketing, flyers, and product lineups suited to their customer base.

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## Store manager

Store managers comprehensively oversee the operations of stores, including store organization, inventory, and sales management. While educating and instructing part-time workers and sales staff, they are also required to find ways to increase profitability.

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## Supervisor

Supervisors work with businesses such as supermarkets, mass retailers, convenience stores, restaurants, and fast food restaurants, managing multiple locations. They monitor store operation from the aspects of sales and management, and if necessary, they provide instruction.

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## Buyer

Buyers analyze trends and the preferences of consumers to procure products and raw materials to be placed on store shelves. They look for products that match the concept of the company and have distinctive features that differentiate them from other companies in the industry, and purchase them as cheaply as possible.

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## Esthetician

They listen to customers' wishes and problems, give advice on beauty methods, and perform treatments such as facial care, body care, slimming and depilation.

---

What you should do while in school

The ability to build relationships of trust is important in jobs that involve selling products and services to individuals or companies. You should learn how to accurately understand the demands of the other party and how to propose solutions or plans. It is also important to always train yourself to listen carefully to what others say and to build networks with people beyond the boundaries of the university.

# Finance

These occupations are only available in the finance industry. Individuals in these occupations utilize their advanced special knowledge of economic trends, stock markets, and financial products in order to manage funds and the capital of individuals and corporate customers.

---

## Exchange dealer and trader

Exchange dealers buy and sell Japanese yen and foreign currencies on behalf of their customers to produce marginal profits in exchange rates. Traders understand the trends of bonds and stock prices and provide related information to customers. Their job is to receive orders from customers to buy or sell, then transmit those orders to dealers.

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## Loan and financial planner

As specialists in fund management, loan and financial planners earn profits based on funds that are entrusted to them. Loan planners bankroll their company funds at financial institutions, such as banks. Financial planners invest assets in securities and bonds to earn a margin.

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## Security analyst

Security analysts analyze the future of industries or individual companies and stock price trends based on their wide range of knowledge of economics, industries, and the world. Some security analysts flourish on their own while others work at insurance companies or in the asset management divisions of ordinary companies.

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## Actuary

This refers to insurance actuaries. Individuals in this occupation utilize a high level of statistical expertise to provide mathematical support to allow insurance companies to maintain sound management while setting adequate premiums and insurance payments for each insurance subscriber.

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What you should do while in school

Since specialized knowledge and a deep understanding of finance are required, you should keep up to date with economic news. You should develop the ability to collect, organize, and analyze information through your participation in team seminars or group activities. You should also acquire the ability to quickly grasp information and to understand the meaning of new economic movements.

# Creative

These occupations are involved with artistic works or product creation. Communication skills are required to explain ideas to customers. Some individuals in these occupations flourish on their own while others work in the production divisions of ordinary companies or production companies.

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## Editing and production

Editing and production personnel create print media, such as magazines, books, and web content, etc. They multitask to carry out a variety of work, including making plans, arranging for staff, making appointments for on-site reporting, and coordinating plans with sales representatives.

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## Reporter and writer

Newspaper reporters are employed by newspaper companies. Their job is to learn how to conduct on-site reporting and write newspaper articles. Writers have their own specialized fields, such as music and business, and write articles to be printed in magazines, books, and advertisements.

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## Designer

Graphic designers are involved with printed materials. Some graphic designers specialize in advertisements and others specialize in publications. In addition, there are Web designers who are engaged in website creation, fashion designers in the apparel field, and interior designers in the construction field.

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## Game creator

Game production involves scenario writers who come up with stories, designers who create characters, programmers who write the codes for a game system, sound designer and directors/producers who control the entire project. The title "game creator" is a general term for these occupations.

What you should do while in school

These occupations involve showing the appeal of plans, products, and services to a wide range of the general public. You should acquire skills in planning, and in presenting your ideas in an understandable manner. You should also acquire communication skills and Japanese language skills to allow you to communicate messages. It is recommended to gain experience working part-time in mass media, producing student newspapers and informational magazines.

# IT

With the development and spread of information and communication technologies, there is an increased demand for computer system engineers at computer companies and in-house engineers at other companies.

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## Programmer

Programmers follow specifications to create computer programs, and are in charge of creating the flowchart that determines the processing procedure, coding in the programming language, and checking the operation.

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## System engineer

System engineers learn about, and design a system that suits the goals and demands of customers. This occupation requires the ability to listen to others, propose ideas, and communicate effectively.

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## Network engineer

Network engineers develop systems specially for networks within computer systems. Currently, the utilization of networks between locations inside and outside companies, and between companies and consumers, is a significant theme for corporate strategy. Unsurprisingly, network engineers are receiving particular attention among IT occupations.

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## Customer engineer

Customer engineers provide lectures on how to operate systems and hardware so that customers can use computer systems effectively. They also perform regular inspections and respond to problems.

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## System maintenance and operation

System maintenance personnel regularly inspect computer systems, and adjust systems in accordance with the replacement of computers or peripheral devices. System operation personnel provide operation management to ensure that the installed system operates without problems.

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## System consultant

System consultants provide expert advice and planning when companies implement computerized business systems. They meet with customers to address any demands and issues, and propose appropriate solutions.

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## Sales engineer

Sales engineers accompany sales representatives or visit customers on their own and explain the technical aspects of company products and systems. They assist in securing contracts. Sales engineers are a type of sales representative, and are also expected to conduct activities focused on obtaining the trust of customers.

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## Customer support

Customer support personnel respond to inquiries from users regarding company products and services. The content of the support varies according to the industry.

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What you should do while in school

These occupations require a deep understanding of IT technologies and computer network systems, as well as specialized skills. You should acquire the ability to propose solutions and plans to solve issues, as well as manage operations with specific procedures accurately.

# Make Full Use of Employment Support Companies and Websites for International Students

Many international students have difficulty searching for companies recruiting international students. More students are now using job hunting support companies and websites specializing in international student support.

## How to search for the information

Many companies can be searched for by using search keywords such as "留学生" "就職支援" (employment support for international student). Each has its own unique features, so choose the one that suits you. However, please note that the number of companies and industries listed may differ depending on the site.

General employment support companies and websites	Job hunting support companies and websites specializing in international students
<ul style="list-style-type: none"> <li>• Many students in job hunting register</li> <li>• Large number of companies listed</li> <li>• Job postings in a wide range of industries</li> <li>• You can apply for internship or selection</li> <li>• Number of job offers for international students is small</li> </ul>	<ul style="list-style-type: none"> <li>• Available only to international students</li> <li>• A large number of seminars specially for international students are available</li> <li>• Corporate information on active recruitment of international students is posted</li> <li>• The number of articles published by companies is smaller than those by general employment support companies and websites</li> <li>• International students can get advice on finding a job in Japan</li> </ul>

If you search by the name of your prefecture and keywords such as 留学生 (international student) 就職 (employment), you can find information on job offers for international students living in that specific area and information on events such as joint company briefing sessions.



### Reference

■ **Ministry of Health, Labour and Welfare Employment Security**

**Bureau Hellowork Internet Service**

<https://www.hellowork.mhlw.go.jp/index.html>

Target audience

Both Japanese and foreigners

You can search for job openings for international students across Japan by searching for keywords such as "English," "Chinese," and "Global Talent."

■ **JETRO (Japan External Trade Organization) Open for Professionals**

<https://www.jetro.go.jp/hrportal/>

Target audience

Foreigners

This site provides information on employment to highly-skilled foreign professionals who live in Japan or who are considering living in Japan. The site is also available in English.

# Visiting Alumni

## The best opportunity to hear about working people's true thoughts

You can talk directly to alumni who work at the company and gather information that you cannot obtain from the company brochure and websites.

### Process of visiting alumni

#### Look for someone who graduated before you

If you are familiar with someone who graduated before you and who now works at the company where you want to work at, you should contact that person directly. If not, you can consult with the career center or career services division of your school. In response to COVID-19, some schools have introduced a system where you can request alumni visits online without going directly to a career center. In recent years, there are many digital applications that allow you to search for alumni. Please use them after you have checked the safety of the digital applications. You can also take advantage of your personal connections by asking your acquaintances from club activities or part-time jobs, or friends to introduce you to alumni.

#### Make an appointment

If you want to contact someone that has been introduced to you, you should use good manners when contacting him/her by telephone or e-mail.

#### Prepare

When the date is set to meet the alumnus/alumna, you should prepare "what you want to ask," "where to put focus when asking questions", etc.

#### Day of the visit


Be sure to wear a suit or jacket to be polite even if you are visiting someone you know well. This is all the more true when meeting the person for the first time. Especially, being late is heavily frowned upon. Also, pay attention to your language and attitude.

#### After the visit

Summarize the content and impression of the interview on a notebook or your computer. Then, you should once again examine the things closely to see if the company meets your expectations. Be sure to send a Thank you e-mail to the individual you met with.

### Examples of questions when visiting alumni

- What is your daily schedule like?
- What are the things that make you happy, or what struggles do you face at work?
- Was there a discrepancy between before and after you joined the company?
- What should I practice on while I'm a student?
- What's your office like?
- Please tell me your career path.
- What are the strengths of your company compared to other companies in the same industry?

 **Asking questions about the information listed in the company brochure or website will be taken as an indication of a lack of research, so be sure to ask about other things.**



# Internships

## Internships are valuable opportunities to experience working

Internship means "Activities in which students gain work experience related to their interests, including their major, and their future careers, with the aim of determining whether or not they are capable of doing the job." Many internship students do not receive compensation from companies because the purpose of the internship is to provide them with a better understanding of the industry and the company. If you participate in an internship focusing on what you will learn and acquire, you will have an experience that you cannot get in a regular classroom.

### ■ Internships for students who will graduate or complete their studies in 2024 or later

The "Basic Approach to Promotion of Internship" was revised in June 2022 and the idea of what an internship is, was also changed. One of the major changes is that types 3 and 4 that meet certain criteria such as activities including work experience are now considered an "Internship". Also in type 3 internships, companies can use the student information obtained during the internship for public relations and recruiting activities. However, internships are not a recruitment activity, but career development. Therefore, you must apply separately to proceed to the selection process to obtain employment. The utilization of acquired student information for recruitment activities will be disclosed in the application guidelines so please check the guidelines carefully.

### Advantages of participating in an internship

- 1 Students can experience Japanese labor practices, etc.
- 2 Students can improve their communication skills.
- 3 Students can learn how to greet people, take phone calls, and other business manners.
- 4 Students can utilize what they experience in internships when they examine companies and select an industry.

### Stories of internship experiences (comments from international students)

#### Able to learn about Japanese corporate customs and work practices.

- We practiced how to exchange business cards, how to create and present documents in PowerPoint presentations, and how to hold group discussions. I'm glad that I was able to know the manners and knowledge that are indispensable for working people.
- I learned from experience that I need to learn, not just about my chosen field, but also social rules and techniques to maintain human relationships.

#### Useful for job hunting

- By interacting with students from different universities and employees from different companies, I was able to expand my knowledge and learn a lot. Also, I was able to directly ask employees about the atmosphere and working style of the company, which I would not have known until I actually got a job.
- I think internship experiences help to appeal suitability in a resume and interviews.

#### Understanding industries and job types

- I participated in an internship at a company that I knew in my daily life, and I was able to see aspects of the company that I didn't know, which made me more interested.
- I worked with internship participants online from planning to presentation. It was good that I was able to experience the work even though it was a limited time.

## Internship classifications and how to begin an internship

Classifications	Accreditation of university credits	Details and how to begin
Internship conducted as a required class	recognized for school credit	Internships are offered as part of a career-related course. Companies where students participate in internships are found by the university.
Internship conducted as a non-required activity	usually not recognized for school credit	Internships posted by career service divisions of universities, career centers, etc. After carefully reading the posted information, students apply for the internship through the career service division/career center of their university or directly to the company.
Internship conducted independently by a company.	usually not recognized for school credit	Internships posted on job search websites, company websites, etc. Some companies have a selection process (document screening and interview, etc.), and only those applicants who are successfully selected are allowed to participate in the internship.

## Styles of Internship and other initiatives to support the career development of students

Style	Target student	Expected contents	Duration	Utilization in Recruitment Activities*
① Open company	Undergraduate and graduate students (regardless of grade)	Company briefing	One day	×
② Career education	Undergraduate and graduate students (mainly for lower grades)	Classes and industry-academia collaboration programs	Varies by class/program	×
③ Internship for general ability/specialization	Undergraduate (mainly for higher grades) and graduate students	Including work experience	5 days or more for general ability utilization type 2 weeks or more for specialized utilization type	○*
④ Highly specialized internship	Graduate students	Including work experience	Over 2 months	○*

\* Only after the start of recruitment activities

### Online internship

In some cases, you can join the internship online using a web conferencing system such as Zoom. The content tends to be a problem-solving type in which, after listening to the company's explanation, participants are divided into groups of several people to work on the assigned tasks and make a presentation.

### Internship at Employment Service Centers for Foreigners

- Placements are secured in various fields ranging from famous companies to excellent local companies.
- Through cooperation with schools, consideration is given to ensure smooth internship experiences for international students.
- Lecturers, etc. are provided to students before participating in an internship.
- Students can continue to receive employment support at the Employment Service Center for Foreigners even after participating in an internship.
- The Japanese government covers the cost of accident and liability insurance during internships.

## 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 「尊敬語」・・・words of respect directly in connection with the acts, status, and possessions of the other party
- ② Humble terms 「謙讓語」・・・words of modesty in connection with the acts and possessions of oneself
- ③ Polite terms 「丁寧語」・・・words used when it is necessary to respond politely and elegantly to others

	尊敬語	謙讓語	丁寧語
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
聞く	お聞きになる	伺う	聞きます
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

### Language in Business

The Japanese business culture has language and customs unique to Japan, and there are expressions appropriate for business situations. Make sure to know and use the correct expressions.

#### Misleading usage of language (examples)

Wrong expressions in business	Correct expressions
僕、自分、俺	私、わたくし
そちらの会社 こちらの会社	<small>おんしゃ</small> 御社（話し言葉） <small>ましや</small> 貴社（書き言葉）
了解しました	承知しました
わかりました	かしこまりました
ごめんなさい	申し訳ございません

### How to learn business Japanese

Books on business Japanese are widely published, ranging from comprehensive to conversation-specific. In addition to learning with books, there are many other ways to learn, such as attending online courses held by Japanese language schools and watching videos on business Japanese. Discussing with Japanese people is also an effective way to learn.

## Letter-Writing Etiquette

Attaching a cover letter when you send your application form and resume gives a better impression. Note that there are certain etiquettes 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.

### How to write a Cover Letter

The diagram shows a cover letter template with the following elements and callouts:

- ① Date of submission:** Write the date of submission on the right-hand side of the top line. (Example: 令和□年□月△日)
- ② Address:** Address the recipient of the cover letter on the second line of the letter, aligned to the left. (Example: 青海大学経済学研究科 王 留学)
- ③ Subject:** Write the subject of the letter in the center of the page in slightly larger characters. (Example: 履歴書送付について)
- ④ Details:** Write the word “記 (Details)” above the list of attached documents, aligned center. (Example: 記)
- ⑤ End:** Write “以上 (End)” at the final line of the letter. (Example: 以上)

The letter content includes: 〇〇株式会社 採用ご担当者様, 拝啓, 貴社ますますご清祥のこととお喜び申し上げます。先日は貴社の会社説明会に参加させていただきありがとうございました。貴社の経営方針や事業の内容について理解が深まりました。また、貴社の社員の方々の熱意あふれる仕事ぶりに感銘をうけ、貴社へ入社したいという気持ちが高まりました。つきましては、ご指定のありました下記書類を送付させていただきます。よろしくお願い申し上げます。履歴書 一通

### How to write on an envelope

Writing on the Front of Envelopes

切手 1110000  
履歴書在中  
株式会社〇〇商事  
人事部 課 御中  
東京都千代田区〇〇町△丁目×番□号

Writing on the Back of Envelopes

〇月〇日  
〒100-0000  
東京都千代田区〇〇町△丁目×番□号  
〇〇大学△学部××学科 三 課

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	人事部担当者様
Job Titles Attached to Individual Names	様	人事部〇〇様

### Points to Note When Writing Letters

- Write the name and address vertically, from right to left.
- 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 and the department on the left-hand side.

### Clothing etiquette

What you wear to a job interview is very important as shows the company that you are serious about the interview and have social common sense. Suits designed for use in job hunting are also available. Choose clothing that matches your personality and also gives a good impression to the company.

### Telephone etiquette

It is not possible to see the face or expressions of the person on the other end of the telephone, so extra care must be taken.

Take care to avoid leaving an unfavorable impression on the person you were speaking to.

#### ■ When does the telephone need to be used?

- Changing interview dates
- Notifying the people concerned about being late for or absent from interviews and tests
- Contacting the people concerned about job offers, etc.

#### ■ Important notes when making phone calls

Telephones are familiar communication tools in our daily lives. Since the other party cannot see your face when you are speaking on the phone, your language and tone of voice determine the impression that you give. Be sure to be considerate and polite.

- ① Avoid making phone calls early in the morning, late at night, immediately before or after start and finish times, and during lunch breaks. When using your mobile phone, make the call from a quiet place with good reception.
- ② Before making a phone call, you should have your notebook and calendar ready.
- ③ You should be able to describe your name in *kanji*, alphabet, and *katakana*.
- ④ After introducing yourself and greeting the other party, you should check to see if he or she has time to talk to you.
- ⑤ You should speak clearly in an appropriate volume. State your business concisely.
- ⑥ Be sure to thank the other party and wait until he or she has hung up before you do so yourself.

#### ■ When arriving late for an interview

Making sure you give yourself plenty of time is a minimum requirement for members of society. It is therefore necessary to remember that arriving late is unforgiveable. If you are late due to problems with transportation, or in other unavoidable cases, make sure you contact the company before your scheduled time of arrival.

#### Example: When arriving late for an interview



Student

“Good morning. This is 000 000 of 000 university. I have an interview today at 00:00.

I am currently at 00 Station, but there has been an accident involving a human life and the trains are not running. I expect to arrive at 00:00. I am very sorry for the trouble.

What should I do?”

## E-Mail Etiquette

E-mail is commonly used when communicating with companies during job hunting activities. Make sure that you observe the rules of etiquette when communicating through e-mail.

### ■ When is e-mail used?

- Expressing your gratitude after internships
- Thanking people for making alumni appointments and after the visits
- Replying to e-mail from companies confirming appointments and providing information
- Expressing gratitude for interviews
- Questions regarding employment tests and inquiries, etc.

### ■ E-mail Format



#### ① Title

Use simple titles that express the content clearly.

#### ② Address

Address the recipient (name and affiliated department) at the top of the e-mail.

#### ③ Self-introduction

Start the message with a self-introduction without going straight into the details.

#### ④ Main text

Write the main contents of the message in a simple and easy-to-understand manner.

#### ⑤ Signature

Sign the end of the e-mail with your school name, your name, your e-mail address, your telephone number and other details.

### ■ Points to Note When Writing E-mails

- Separate the contents into paragraphs to make sure they can be easily read.
- Check everything to make sure there are no typos or missing characters before you send it.
- If you are using a free e-mail provider, make sure your e-mail address is appropriate.
- Check the name of the [Sender] displayed when you send the e-mail, and correct any nicknames, etc., if they have been set.
- Use the telephone if the e-mail is urgent or if you need to apologize.
- Reply immediately to all e-mails received from the company.

# Cost of Job Hunting

Even though the number of online company briefing sessions, internships and interviews has increased due to COVID-19, job hunting activities require a lot of money. For example, clothes for attending briefing sessions and interviews, ID photos, and reference books. Also, some people spend money on IT equipment, such as web cameras and lighting as online job hunting has becoming more common. Let's make sure to understand the cost of job hunting in advance and prepare for it.

The following is a summary of the results from a questionnaire on the cost of job hunting, collected from international students.

## ■ Breakdown of job hunting cost (Reference)

Suits, bags, etc.	Between 15,000 yen and 70,000 yen
Transportation expenses	Between 0 yen and 60,000 yen
Accommodation expenses	Between 0 yen and 10,000 yen
Reference book, postage, and resume fees	Between 500 yen and 20,000 yen
ID photo fee	Between 1,000 yen and 15,000 yen
IT equipment related expenses	Between 1,500 yen and 25,000 yen

## ■ How much did the job hunting cost?

Suits, bags, etc. .... 15,000 yen  
 Transportation expenses ..... 0 yen  
 ID photo fee ..... 15,000 yen  
 Reference book expenses ..... 10,000 yen  
 IT equipment related expenses ... 25,000 yen  


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 Total cost ..... 65,000 yen

Suits ..... 30,000 yen  
 ID photo fee ..... 10,000 yen  
 Resume fees ..... 1,000 yen  
 Transportation expenses ..... 20,000 yen  


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 Total cost ..... 61,000 yen

I bought an external camera and light for an online interview.



Male student  
 (Received an offer from a distribution / retail company)

I bought a suit set at the job hunting campaign at the store.



Female student  
 (Received an offer from an employment support agency)

Transportation expenses ..... 3,000 yen  
 ID photo, resume fees ..... 1,000 yen  


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 Total cost ..... 4,000 yen

Most of the briefings sessions and interviews were conducted online due to COVID-19. There were many companies that required resumes to be submitted in PDF by email rather than paper. I used the suit I bought when I entered university.



Male student  
 (Received an offer from a system development company)