

# Preparing for Job Hunting Activities

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# Self-analysis and Evaluation

## Job hunting starts with self-analysis and evaluation

Self-analysis and evaluation involve once again 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 know your unknown real character by gazing back over your past, reflecting on your current self, and visualizing your ideal future self.

### Objectives of self-analysis and evaluation

- ① To identify the type of job that you want to do, and the type of job you are suited to
- ② To help you make a good impression in your initial application and 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> → P14	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> → P15	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> → P15	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, what they think of you and your strengths and weaknesses. By doing so, you will be able to know things that you didn't notice and look at yourself objectively.

## What does my past say about me? – Construct your own personal history

Find out more about your past by constructing your own personal history.

By gazing back on your past and writing down what happened in the past, you can translate your values into language.

### How to create your personal history

- By using a chart as below, list "what you were good at", "what you struggled with" and "your relationship with Japan" in each stage, elementary school, junior high school, senior high school and university. List at least three things that happened at your current school.
- Think back to your childhood. What are some of the events or situations that might have affected you deeply, or that made a strong impression on you as a child? Your past can provide important clues to your personality and character.

### Things to write about

Examples: topics studied at group researching lectures, school or university clubs or societies, friendship groups, part-time job, volunteer work, hobbies and interests, studying overseas...

Schooling (age)	What I was good at (strong points)	What I was not so good at (weak points)	What I thought about Japan	Behavioral characteristics		
				What events or situations had a strong impact on me?	How did they make me feel and how did I respond?	What did I learn from them?
Elementary (6-12)						
Junior high (12-15)						
Senior high (15-18)						
University (18-22)						

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. Gazing back on the past and understanding your behavioral traits is a key part of your personal history.

## 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

- Create a chart as below, divide your future timeline into specific milestones: 3, 5, 10, 20, and 30 years from now.
- List your life plan and work goals at each milestone.  
Do not worry about whether they are achievable or not -- concentrate on the big picture of where you want to be.
- Write down the reasons underlying your choice of goals and objectives.  
Why are they important to you?

Years from now	Life plan	Work goals	Reasons	How can I achieve them?
After 3 years				
After 5 years				
After 10 years				
After 20 years				
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 wrote down on paper what I did from high school to now and what I learned. I wrote it not only once, but wrote it again, and after a while, that helped me to remember a lot of things I had learned. That helped me remember a lot of things I had learned. **Vietnamese (Female)**

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- I talked to my friends and family many times about my future job and the types of jobs that would suit me, and made them clear. I thought that the most important thing in job hunting is to analyze yourself and clarify your ability and goals. **Chinese (Female)**

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- 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)**

## COLUMN 2

### Collecting Information on Job Hunting

#### Make use of the Internet

Job hunting Site (See page 45)  
Employment support and information site for international students (See page 46)  
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 companies.  
"Job hunting section" in bookstores, libraries, and school libraries are full of books and magazines on employment.

#### Visit the Career Center (including International Exchange Center etc.) on campus.

The career center is a place 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. The staff at the career center can give advice on job hunting. They also provide instruction on interviews, and writing your resume and application form. You should go to a career center 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. Please check the information on the internet or the bulletin board at the career center.

#### Visit Alumni

You can talk directly to former students who are actually working. For details, see page 32.

# Examining Industries

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

“Industry” refers to a broad classification 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 examine 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 examine industry

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. Proceed with studying each industry in detail, using the following five-step process.

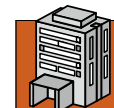
- 1 **Analyze economic and social trends.**  
Read newspapers and magazines, and listen to the news.
- 2 **Investigate what industries there are.**  
Consult the internet and relevant publications.
- 3 **Identify all of the industries that interest you and/or that suit your skills.**  
Look for industries 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 appreciation of 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.



## Manufacturers

The key is the capacity to create a variety of products in a timely manner.

Main industries	Main jobs and job types
<ul style="list-style-type: none"> <li>■ Food</li> <li>■ Agriculture, forestry, and fisheries</li> <li>■ Construction</li> <li>■ Housing and interior design</li> <li>■ Textiles, pulp, and paper</li> <li>■ Chemicals and petroleum</li> <li>■ Pharmaceuticals and cosmetics</li> <li>■ Iron, steel, and mining</li> <li>■ Metals and nonferrous metals</li> <li>■ Rubber, glass, cement, pottery, and ceramics</li> <li>■ Machinery and plant engineering</li> <li>■ Electronic and electrical equipment</li> <li>■ Automobiles and transportation equipment</li> <li>■ Precision and medical equipment</li> <li>■ Printing and office equipment</li> <li>■ Other manufacturers</li> </ul>	<ul style="list-style-type: none"> <li>■ General affairs, human resources, and labor...P24</li> <li>■ Finance, accounting, and treasury...P24</li> <li>■ Legal affairs, screening, and patents...P24</li> <li>■ Clerk, secretary, and receptionist...P24</li> <li>■ Advertising and public relations...P25</li> <li>■ Research studies and marketing...P25</li> <li>■ Planning and product development...P25</li> <li>■ Corporate planning...P25</li> <li>■ Sales...P25</li> <li>■ Sales promotion and merchandising...P25</li> <li>■ Basic research...P26</li> <li>■ Applied research and technology development...P26</li> <li>■ Production and manufacturing technologies...P26</li> <li>■ Quality, production management, and maintenance...P26</li> <li>■ Architectural and civil engineering design, surveying and quantity surveying...P26</li> <li>■ Construction management...P26</li> <li>■ Machinery and electronic equipment design...P26</li> </ul>
<p>Manufacturers support the Japanese economy and Japan as producers of various goods. There are all sorts of manufactures. They can be divided into many industries according to what they produce. For example, there are automobile manufacturers who produce cars, electronics manufacturers who produce TV sets, PCs, mobile phones, and other devices, and food manufacturers who produce instant noodles, snacks, beverages, etc. In addition to producing daily goods that are familiar to us, manufacturers also produce semi-conductors, electronic components, materials used to produce houses and automobiles. Society has prospered and is now filled with goods of every type. Consumers desire products that are more convenient, have higher quality, and provide greater novelty. Development capacity is more important to individual manufacturers today as adding higher value has become the key to competitiveness.</p>	



## Trading companies

Trading professionals connecting people with corporations and corporations with corporations

Main industries	Main jobs and job types
<ul style="list-style-type: none"> <li>■ General trading companies</li> <li>■ Specialized trading companies (agriculture, forestry, and fisheries)</li> <li>■ Specialized trading companies (food)</li> <li>■ Specialized trading companies (housing)</li> <li>■ Specialized trading companies (textiles and apparel)</li> <li>■ Specialized trading companies (pulp and paper)</li> <li>■ Specialized trading companies (chemicals, pharmaceuticals, and petroleum)</li> <li>■ Specialized trading companies (rubber, glass, and cement)</li> <li>■ Specialized trading companies (iron, steel, and metals)</li> <li>■ Specialized trading companies (machinery)</li> <li>■ Specialized trading companies (electronic and electrical equipment, communication equipment, and game products)</li> <li>■ Specialized trading companies (precision and medical equipment)</li> <li>■ Specialized trading companies (printing, office supplies, and office equipment)</li> <li>■ Specialized trading companies (sports and everyday items)</li> <li>■ Specialized trading companies (education)</li> <li>■ Mail order and Internet sales</li> </ul>	<ul style="list-style-type: none"> <li>■ General affairs, human resources, and labor...P24</li> <li>■ Finance, accounting, and treasury...P24</li> <li>■ Legal affairs, screening, and patents...P24</li> <li>■ Trade clerk and overseas clerk...P24</li> <li>■ Clerk, secretary, and receptionist...P24</li> <li>■ Research studies and marketing...P25</li> <li>■ Planning and product development...P25</li> <li>■ Corporate planning...P25</li> <li>■ Sales...P25</li> <li>■ Sales promotion and merchandising...P25</li> </ul>
<p>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 ranging from Ramen (noodles) to airplanes, and specialized trading companies that only handle specific products, such as food, textiles, and fuel. The former type features comprehensiveness and the latter expertise. Each employs business know-how acquired through doing business globally. They also have an abundance of internationally minded human resources because of their partnerships with overseas companies. In addition to acting as business intermediaries, trading companies have broken into market development, business management, and other areas in recent years.</p>	



# Finance

Whether in surplus or shortage, the "lubricant of the economy" supporting Japan

## Main industries

- Banks
- Securities and investment trust management
- Credit, loans, and leasing
- Life insurance
- Accident insurance
- Credit unions
- Labor credit associations
- Credit associations
- Finance and venture capital
- Business finance
- Consumer finance
- Mutual aid associations
- Commodity exchange

## Main jobs and job types

- General affairs, human resources, and labor...P24
- Finance, accounting, and treasury...P24
- Legal affairs, screening, and patents...P24
- Clerk, secretary, and receptionist...P24
- Planning and product development...P25
- Corporate planning...P25
- Sales...P25
- Sales promotion and merchandising...P25
- Financial advisor...P28
- Exchange dealer and trader...P29
- Loan and financial planner...P29
- Security analyst...P29
- Actuary...P29

Money is required as an intermediary for the functioning of an economic society which is built on the cycle of production and consumption. The term "finance" refers to this flow of money, and it advances money from those with a surplus to those experiencing a shortage in order 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.

The finance industry has undergone a series of restructurings and has continued to show high activity in the past ten years or so. Such activity includes the emergence of comprehensive financial groups with various industries under their umbrella.



# Services

Providing intangible goods to create a prosperous life

## Main industries

- Real estate
- Transportation, distribution, and warehousing
- Electricity, gas, and energy
- Food services
- Hotels, travel, and sightseeing
- Medical, welfare, and care services
- Leisure services
- Consulting and research
- Human resources and outsourcing
- Education
- Building management and maintenance
- Security
- Ceremonial functions
- Beauty, cosmetics, and hair dressing
- Agricultural cooperatives (including JA financial institutions)
- Nonprofit, special, and independent, administrative institutions
- Other services

## Main jobs and job types

- General affairs, human resources, and labor...P24
- Finance, accounting, and treasury...P24
- Legal affairs, screening, and patents...P24
- Clerk, secretary, and receptionist...P24
- Advertising and public relations...P25
- Planning and product development...P25
- Corporate planning...P25
- Sales...P25
- Sales promotion and merchandising...P25
- MR...P27
- Pharmacist...P27
- Medical technician and nurse...P27
- Nutritionist...P27
- Welfare worker, care worker, and home helper...P27
- Nursery school teacher...P27
- Lecturer and instructor...P27
- Business consultant...P27
- IT consultant...P28
- Specialized consultant...P28
- Financial advisor...P28
- Translator...P28
- Interpreter...P28
- Sales staff and attendant...P28
- Buyer...P29
- Esthetician...P29

"Services" is an economic term that refers to intangible goods, such as utility and satisfaction, which do not leave any commodities remaining after their sale or purchase. Businesses that handle such goods are called service industries.

There are many service industries in the world. For example, we use transportation and traffic services, such as trains and airplanes, and leisure services, such as amusement parks and movie theaters. If we want to eat delicious food, we use food services, such as restaurants and cafes, to relax. In addition, we use medical services when we are injured or sick. Service industries seek the convenience and satisfaction of consumers to make their lives richer.



# Distribution and retailing

The architect of a consumer society connecting producers and consumers

## Main industries

- Department stores
- Supermarkets
- Convenience stores
- Distribution and chain stores
- Home centers
- Consumer cooperatives
- Drug stores
- Specialty stores (general)
- Specialty stores (cameras and office automation)
- Specialty stores (glasses and precious metals)
- Specialty stores (food)
- Specialty stores (electrical equipment)
- Specialty stores (fashion and clothing)
- Specialty stores (automobiles)
- Specialty stores (books and music)
- Specialty stores (interior design)
- Specialty stores (other retail)
- Mail order

## Main jobs and job types

- General affairs, human resources, and labor...P24
- Finance, accounting, and treasury...P24
- Legal affairs, screening, and patents...P24
- Clerk, secretary, and receptionist...P24
- Advertising and public relations...P25
- Planning and product development...P25
- Corporate planning...P25
- Sales...P25
- Sales promotion and merchandising...P25
- Pharmacist...P27
- Sales staff and attendant...P28
- Store manager...P29
- Supervisor...P29
- Buyer...P29

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 quickly understanding the constantly changing needs of consumers and accurately responding to them. Retailers include specialty stores, such as electronics retail stores, where special product knowledge and an extensive range of products are offered to provide a wide variety of selections. Retailers also include convenience stores, which have become the new retailing style, and mail order businesses that are growing rapidly through Internet sales. On the other hand, supermarkets and department stores, which have supported consumption in Japan since the period of rapid economic growth, are constantly facing the demand to develop new business categories and markets while they seek sales styles and methods meeting the needs of the times.



# Information and communications Mass media

Stock to watch: where technological advances have a major impact on society with excellent market potential

## Main industries

- Software and information processing
- Communications
- Internet technologies
- Communications business services
- Data communications
- Game software
- Newspapers
- Publishing
- Broadcasting
- Advertising
- News service agencies

## Main jobs and job types

- General affairs, human resources, and labor...P24
- Finance, accounting, and treasury...P24
- Legal affairs, screening, and patents...P24
- Clerk, secretary, and receptionist...P24
- Planning and product development...P25
- Corporate planning...P25
- Sales promotion and merchandising...P25
- Programmer...P30
- System engineer...P30
- System maintenance and operation...P31
- System consultant...P31
- Game creator...P30
- Announcer...P28
- Editing and production...P30
- Reporter and writer...P30
- Designer...P30

The appearance and rapid progress of communications tools, such as mobile phones and the Internet, have made our lives significantly more convenient. We can now order what we want from online shops and use search engines to acquire a variety of information about things we want to know. You could say that this has all been made possible by innovative information technology (IT).

Telecommunications carriers are largely divided into two categories: primary telecommunications carriers with their own communication lines, and secondary telecommunications carriers that provide services using lines leased from primary telecommunications carriers.

In addition to simply designing software, the software industry has recently begun consulting services for their customers. Information and communications industries offer significant possibilities for new business opportunities and are expected to grow further.

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 significant impact on opinion-making.

# Examining Company

## Research a company which belongs to the industry you desire

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

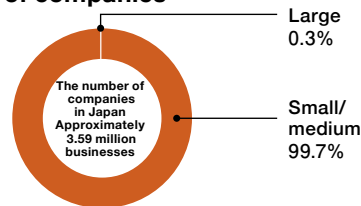
"Company Management", such as the company philosophy, recent performance and areas of superiority; and the "workplace environment", such as human resources and organization, job assessment and compensation.



## Company size

Japan has approximately 3.59 million businesses and small and medium businesses (SMB) represents 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

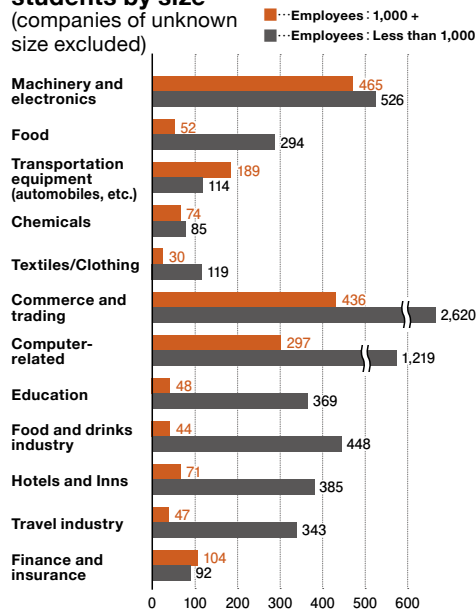
- Comprehensive employee training programs
- Comprehensive employee welfare schemes
- Opportunities to be involved in major projects

#### Small/medium

- Employees are given important tasks/duties from an early stage
- Broadly defined roles, with potential to take on various duties and enjoy a wide range of experiences
- More likely to be results-oriented, with opportunities to ascend rapidly through the ranks

### 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 information on how to conduct research on small-to-mid-sized companies that have less information than large companies.

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

### 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 the information on the campus Career Center and on the websites of local governments and chambers of commerce for information on company briefing sessions.

### Search on employment information websites

See page 45 for the list of major employment information sites. On page 46 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.

### Register on scout-type recruiting websites

Due to the impact of COVID-19, direct contact with students has been reduced, and scout-type recruiting sites are also attracting attention. Once you register your profile, you will receive a scout email from companies interested in your profile. More and more companies are using scouts instead of meeting students at briefing sessions.

## 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 if their personality and way of thinking suits 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 company's social media account 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 it as a reference. Also, there is a job hunting site where you can read articles about job hunting experiences and exchange information.

# Examining Job Types

## Learning 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 chapter 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 organize workplace environment, operate 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.

### 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 arising 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 placing orders and procuring materials to inventory control and product delivery.

### Trade clerk and overseas clerk

Individuals in these occupations are in charge of customs procedures, making declarations, arranging for couriers and warehouses, and making and collecting payments in order to support the smooth import and export of goods

### 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 benefits. Secretaries are required to perform work ranging from managing the schedule for their supervisor to taking care of their supervisor'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 become a director of your seminar class or group to gain experience being responsible for operating 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 activities, 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 that sell well. 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 those are the organizations 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 associate 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 be able to get things done in order to actualize 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 while 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 to provide ways to effectively sell products.

What you should do while in school

As a way to train yourself to carefully listen 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.

# Technologies and research

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

## 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 have foresight to see in which industry area the research theme that one is involved in will become useful.

## 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 company products and services.

## Production and manufacturing technologies

Production and manufacturing technologies 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 multiple models has become mainstream, the role of manufacturing technology engineers is becoming more significant.

## 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 instructions from sales representatives. Maintenance personnel inspect and maintain production lines.

## 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.

## 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.

## 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 ensure design that is advanced and stable in functionality and is also 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. Your attitude should be one that motivates you to deeply pursue what interests you. 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.

## 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.

## 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.

## 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.

## 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 ranking of nutritionist, conduct nutritional counseling at special care facilities under license from the Ministry of Health, Labour and Welfare.

## 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.

## 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.

## 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 sports gyms.

## 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.



## IT consultant

IT consultants are expected to provide consulting that is directly connected to management. 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.

## Specialized consultant

In recent years, as consulting areas have expanded, specialized consultants have emerged to provide advice and instructions on how to improve business operations meeting the needs of individual industries, such as finance, distribution, and medicine. Also, there are consultants who are involved with a specific operation at a company, such as sales, patents, or taxation business.

## 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.

## Translator

Translation jobs in Japan involve correctly converting original foreign text into Japanese using accurate expressions. Literary translation deals with novels, children's books, and other publications, and audio-visual translation involves providing subtitles for movies and TV dramas from overseas. Business translation is conducted in technical fields, such as IT and medicine, and in companies, for the translation of contracts, reports, etc.

## 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.

## Announcer

Announcers use their voice and words to communicate information to many people. In addition to working in TV, they sometimes perform as radio personalities and MCs for events.

What you should do while in school

These occupations exist in specific industries and require advanced and specialized knowledge. Your attitude should be one that motivates you to deeply pursue what interests you. 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.

## 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.

## Store manager

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

## 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.

## Buyer

Buyers analyze trends and the preferences of consumers to procure products and raw materials to be placed on store shelves. They search out and create goods in accordance with their company concept or goods having characteristics that will allow them to differentiate themselves from competitors.

## Esthetician

Estheticians listen to how their customers want to look, and their worries, and give advice on how to maintain beauty. They also perform body care, and slimming treatments. In addition to being in charge of technical aspects and attending to customers, they are also entrusted with salon management depending on how long they have been in the business.

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 carefully listen 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 operate 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.

## 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.

## 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.

## 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.

What you should do while in school

Since specialized knowledge and a deep understanding of finance are required, you should maintain a high level of interest in economic news. You should acquire the ability to collect, organize, and analyze information through your participation in team seminar or group activities. You should also acquire the ability to quickly grasp information and to understand the meaning of new 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.

## Editing and production

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

## 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 text to be printed in magazines, books, and advertisements.

## 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 Web production, fashion designers in the apparel field, and interior designers in the construction field.

## Game creator

Game production involves scenario writers who come up with stories, designers who create characters, programmers who establish a system, music personnel, 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 advisable to experience working part time in mass media, and 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 other companies.

## Programmer

Programmers follow specifications to create computer programs. Their job includes creating flow charts to determine process procedures, coding for entering programs, and confirming operations.

## System engineer

System engineers grasp the goals and demands of customers and design systems accordingly. This occupation requires the ability to listen to others, propose ideas, and otherwise communicate.

## Network engineer

Network engineers develop systems that are specialized 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. Accordingly, network engineers are receiving particular attention among IT occupations.

## Customer engineer

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

## 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 are system operators.

## System consultant

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

## 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, but at the same time are expected to conduct activities focused on obtaining the trust of customers.

## 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.

### What you should do while in school

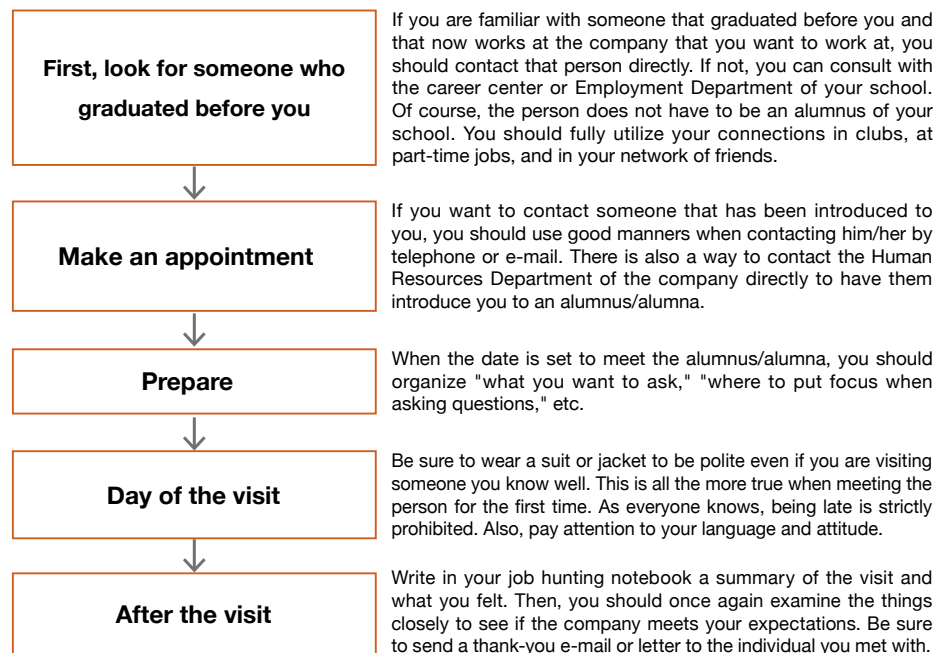
These occupations require a deep understanding of IT technologies and computer network systems, as well as specialized skills. You should acquire the ability to propose the optimum solutions and plans for the client and to accurately manage operations based on specific procedures.

# Visiting Alumni

## The best opportunities to hear what working people really think


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

### Process of visiting alumni



### Examples of questions when visiting alumni

- Specific content of work
- Failures and difficulties at work
- Reasons for entering the company
- Screening process (tests, interviews, etc.)
- Treatment and benefits
- Workplace atmosphere
- Assignment and career paths
- The company's characteristics as compared to competitors
- What students should study while in school

 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.

## How to make an appointment to visit alumni (example)

◆ ... Students   ♠ ... Alumni

◆ "This is XXX, a student at YYY University. I am calling to ask about visiting a graduate of my school. Would you please put me through to Mr./Ms. \_\_\_\_\_ of the \_\_\_\_\_ Department?"

♠ "This is \_\_\_\_\_ speaking."

◆ "This is my first time calling you. I am XXX, as student at YYY University. I am currently looking for a job and wanted to ask you some questions about your company. Could I take a few minutes of your time?"

♠ "Yes, of course."

◆ "Thank you. I would like to work in the ZZZ industry and have a keen interest in your company. This is why I took the liberty of calling you today. My professor, Dr. \_\_\_\_\_ provided me with your name."

♠ "Are you a seminar student of Dr. \_\_\_\_\_, too?"

◆ "Yes. I have been researching various companies on the Internet. I am very interested in your corporate culture and the content of your work, and I would very much like to speak to you in person. I realize that you are very busy, but I would greatly appreciate if you could meet with me."

♠ "I would be happy to. Please come to my office at 5 p.m. next Monday."

◆ "Thank you. I will visit your office at 5 p.m. on Monday, Month, the \_\_th."

♠ "You can give my name to the receptionist on the first floor."

◆ "I will do that. Thank you so much for your time. I am looking forward to meeting you. Goodbye for now."

### Key points

- Upon visiting an alumnus, you must give full consideration to the position of the other party.
- Be sure to avoid contacting the person in the early morning, late at night, just after the business day has started, or before and after the lunch break. When using a mobile phone, make phone calls in a quiet place with good reception.
- You should use polite phrases, such as "I am sorry, but," "I realize you are busy, but," and "Pardon me, but."
- Do not begin a phone call with your business, but rather ask if it is a convenient time for the other person.
- Be sure to repeat and take notes of the date and location to meet. In particular, it is easy to make a mistake with one o'clock (ichi-ji in Japanese) and seven o'clock (shichi-ji in Japanese), so use 24-hour time and say "13 hundred hours" (jūsan-ji in Japanese) and "19 hundred hours" (jūku-ji in Japanese).
- You should use a cheerful tone of voice to leave a good impression, especially when greeting or thanking the other party right before hanging up the phone. Be sure to quietly hang up the phone after confirming that the other party has already done so.

# Internships

## Internships are valuable opportunities to experience working

Internships are "Systems where students can experience working in the form of training or apprenticeships at companies." In short, the term "internship" means "trying out working at companies."

### Reasons for participating in internships

Since internships aim to realize the goals of the students that participate in them through work experiences, many companies do not provide monetary compensation for internships. Therefore, if students are clear on what they want to learn and master from their internship, they will be able to experience things that they would not be able to in a normal classroom setting. The benefits (also the goals) of participating in internships are as follows.

- 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 discovered that Japanese companies place much importance on teamwork. I was anxious about communicating, but all employees were very kind, and I was very grateful for the way in which they provided firm support, even for overseas students.
- 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 gain many new discoveries 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 know until I actually got a job.
- I was hoping to be an SE, but I tried my hand at the different job of sales during my internship. I got the feeling that job experience from a different line of sight was extremely good for me.
- My internship allowed me to confirm my suitability for future jobs. I discovered if I was able to do my best in a Japanese company, which is what I wanted to really know as an overseas student.

#### ■ Understanding of 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. Since I participated in the internship before the job hunting started, it was good that I could analyze myself based on the internship.
- An internship is a good opportunity to understand the company and its industry. By actually participating in the internship, I was able to confirm that I was suitable for the industry.

## Internship classifications and how to begin an internship

### 1 Internship conducted as a required class (recognized for school credit)

Therefore, students are told to go to companies to participate in internships for work experience. Companies where the students participate in internships were found by the university and to which company students will be sent for an internship is decided within each course.

### 2 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 of their university/career center, or directly to the company.

### 3 Internship conducted independently by a company without any connections to a university (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

Style	Training content	Duration
Observation	Students observe a workplace and have tasks explained to them. In some cases, students can experience a bit of actual work.	2 days to 1 week (short-term)
Lecture	Students listen to a description of the industry, company, and job, in a lecture setting.	A couple of days (short-term)
Task solving	Students work in a group to solve given tasks.	1 to 2 weeks
Experience	Students are entrusted with tasks that are similar to those for actual workers. In some cases, students are asked to produce the same result as actual workers.	1 to 2 months (long-term also available)

\* If the duration is only 1 day, it is called "1 Day Work Experience".

Some companies offer internships online. After your application, the ID and password of the application you use are provided by the company. You can participate by accessing on the specified date and time. Because it is online, it may be different from what you actually do in the company. Also, some companies have assignments in advance, so be sure to check them.

## Internship at Employment Service Centers for Foreigners

Employment Service Centers for Foreigners are public employment security institutions under the jurisdiction of the Ministry of Health, Labour and Welfare. They offer dedicated services such as providing information related to foreign nationals, career consultations and introductions, support and information on foreigner employment for businesses, etc.

- 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.

**COLUMN ③**

## Cost of Job Hunting

Job hunting activities require a lot of money, such as transportation and clothes for attending briefing sessions and interviews, ID photos, and reference books. Also, the cost varies from person to person. If you want to get a job at a company far away from where you live, the transportation fee will be higher. Understand the cost of job hunting in advance and prepare for it.

The following is a summary of the results of the questionnaire about 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 1,000 yen and 60,000 yen
Accommodation expenses	Between 5,000 yen and 10,000 yen
Reference book, postage, and resume fees	Between 1,000 yen and 20,000 yen
ID photo fee	Between 1,000 yen and 20,000 yen
Other Expenses	Between 5,000 yen and 30,000 yen

### ■ How much did the job hunting cost?

Suits, bags, etc. .... 15,000 yen  
 Transportation expenses ..... 20,000 yen  
 ID photo fee ..... 4,000 yen  
 Accommodation expenses ... 10,000 yen  
 Total cost ..... 49,000 yen

Suits ..... 30,000 yen  
 ID photo fee ..... 10,000 yen  
 Resume fees ..... 1,000 yen  
 Transportation expenses ..... 20,000 yen  
 Total cost ..... 61,000 yen

I saved money by buying fast fashion brands for suits and bags and by getting reference books from former students.



Female students  
(Employment at an electrical manufacturer)

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



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

Transportation expenses ..... 3,000 yen  
 ID photo, resume fees ..... 1,000 yen  
 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 students  
(Received an offer from a system development company)

**COLUMN ④**

## How to Learn Business Japanese

Japanese business society has its own language and customs. You need to have language skills to explain yourself properly at an interview. Here are some useful Japanese learning ways to help you in job hunting.

### 1. Learn with a book

Books on business Japanese are widely published. There are a variety of ways to learn Japanese from business scenes to business customs unique to Japan, to specialize in conversation and learn examples of conversations depending on scenes and situations, and to learn how to write business documents. You can choose according to your interests and needs.

### 2. Attend a course

There may be business Japanese classes held regularly at the international exchange center in schools or in local government centers. It may take several days, but it is recommended for those who want to learn systematically and comprehensively. Also, some universities have courses to improve Japanese language skills as a class subject. Details are posted on the websites of schools and local governments.

### 3. Study on the Internet

Due to COVID-19, it is difficult to hold offline seminars and briefing sessions, but Japanese language schools and other organizations are holding online courses. Also, there are many videos about business Japanese on Social Media, so watching them is one of the ways to learn Japanese.

### 4. Participate in an internship

Experience in the workplace allows you to experience real Japanese business practices and improve your communication skills in practice. You can also check the suitability with the industry and company, and the direction of job hunting.

### 5. Take an exam

There are some exams that specialize in business Japanese. By taking a test, you can measure your business Japanese skills. There are tests that you can take on a computer at a designated venue in various places or on your own computer or smartphone. The BJT Business Japanese Proficiency Test is authorized by the Immigration Services Agency of Japan as a certification standard for Japanese language proficiency and can also be used as a point for the "Points-Based Preferential Immigration Treatment for Highly-Skilled Foreign Professionals" (see page 75).

## Favorable Job Hunting Styles

### ★ Hair style

Long hair is not preferable. Be careful not to have any sleep-mussed or untidy hair, or any dandruff!

### ★ Face

Be clean shaven. Extremely thin eyebrows are not preferable. Pay attention to your teeth and breath.

### ★ Glasses

Avoid colorful and loud frames. Watch out for dirty lenses.

### ★ Cologne

It is better not to wear any cologne.

### ★ Nails

Be sure to trim your nails short and wash them to remove any dirt.

### ★ Shirt

White is the basic color. Be sure to choose a shirt that fits you around the collar and sleeves. Pay attention when wearing a colored or patterned T-shirt or dark undershirt, because they can be seen through a white shirt. Watch out for a dirty collar and cuffs. You should wear a clean, washed shirt.

### ★ Accessories

Do not wear any accessories.

### ★ Tie

Avoid flashy ties.

### ★ Suit

Dark blue, gray, or black are the basic colors. Choose a solid or finely striped tie. Ordinarily, wear your tie with a single knot, not a double knot.

### ★ Trousers

Trousers with a standard width and single-fold hems (unfolded) are preferable. Be sure to iron them to make creases. Your belt and shoes should match.

### ★ Shoes

You should choose simple and comfortable black shoes. Be sure to check for scuffing on the heels, and polish your shoes properly.

### ★ Socks

White socks and sneaker socks are taboo. Choose socks that are the same color as your suit, or that are black or dark blue.



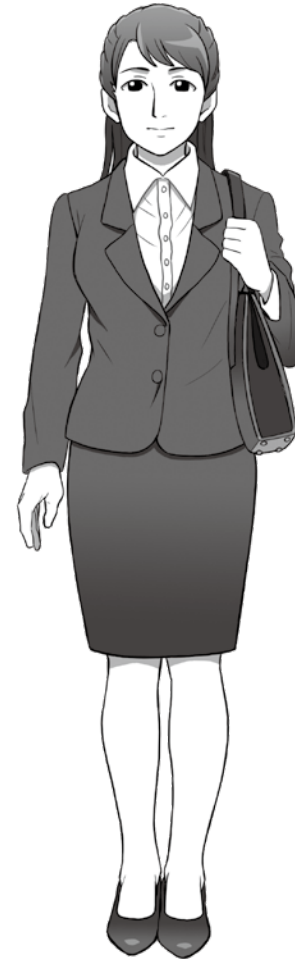
### ★ Watch

You should avoid wearing a flashy watch. You must not use your mobile phone to check the time during the interview or test.

### ★ Briefcase

A black or brown briefcase is the mainstream. A briefcase big enough for A4 size documents is convenient. Be sure to avoid backpacks and casual bags.

Companies do not intend to hire students whose appearance stands out. They are checking to see if you are well-groomed and dressed based on social common sense. There is no need to dress yourself up with expensive items. Be sure to dress, behave, and speak neatly so as to give a better impression to the other party.



### ★ Hair style

Either clip long hair behind your ears or gather it together at the back so that the ears are visible. Be careful not to have any sleep-mussed hair!

### ★ Face

Heavy makeup is not preferred. Pay attention to your teeth and breath as well.

### ★ Glasses

Avoid colorful and loud frames. Watch out for dirty lenses.

### ★ Perfume

Avoid wearing strong perfume.

### ★ Nails

Nails should not be too long. It is not good to wear flashy nail polish or nail art.

### ★ Blouse

White is the basic color. A shirt in a solid, pale color is also acceptable. Avoid wearing a shirt in a primary color or with patterns. Be sure not to wear a shirt that is cut too low. Choose something pleasant and clean.

### ★ Accessories

Simple pierced earrings should be fine. You should remove all your rings.

### ★ Suit

Solid dark blue, gray, or black suits are the basics. As a rule, wear a single suit with one or two buttons.

### ★ Skirt/trousers

Your skirt must be of a length that allows your knees to be half covered when you are standing. Wearing trousers will give an active image. Trousers with single-fold hems (unfolded) are mainstreaming. Be sure to iron them to make creases.

### ★ Shoes

You should choose simple and comfortable black shoes. Be sure to polish your shoes properly.

### ★ Pantyhose

Choose something plain with no patterns, and a color similar to your skin tone.

### ★ Watch

You should avoid wearing a flashy watch. You must not use your mobile phone to check the time during the interview or test.

### ★ Bag

A black or brown bag is the mainstream. A bag big enough for A4 size documents is convenient. Be sure to avoid backpacks and casual bags.

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

Spoken Language and Written 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 an interview, etc.

Easily-Mistaken Spoken Language and Written 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
いろんな	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 application form and resume 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.

How to write a Cover Letter

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.

How to write on an envelope

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

Writing on the Front of Envelopes: 切手, 1110000, 東京都千代田区〇〇町△丁目×番□号, 株式会社〇〇商事, 人事部人事課 御中, 履歴書在中

Writing on the Back of Envelopes: 〇月〇日, 〒100-0000, 〇〇大学△学部△学科△棟△室, 東京都千代田区〇〇町△丁目×番□号

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.

### 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 the person you are speaking to with an unfavorable impression.

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

- Requests for printed material
- Questions and inquiries regarding to employment tests
- Applying for briefing sessions
- Notifying the people concerned about being late for or absent from interviews and tests
- Changing interview dates
- Contacting the people concerned about job offers, etc

#### ■ Important notes when making phone calls

Telephones are familiar communication tools in our daily lives. When using them for job hunting activities, you cannot talk as you would speak to your friends. 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 using an easy-to-hear voice. 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 leave yourself plenty of time when you have promised to be somewhere at a certain time is a minimal requirement for members of society.

It is therefore necessary to remember that arriving late will not be forgiven, regardless of the reason.

If you face arriving late owing to problems with transportation or in other such unavoidable cases, make sure that 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?”



Company

A: “I understand. Please try to get here as soon as possible.”  
 B: “I see. In that case, wait a moment while I arrange a different appointment.”

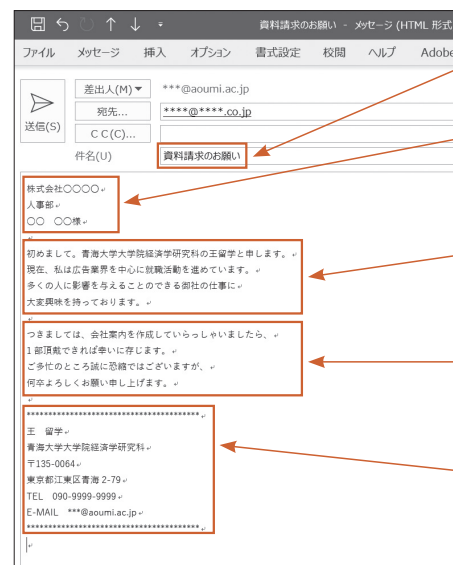
### E-Mail Etiquette

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

#### ■ When is e-mail used?

- Expressing your gratitude after internships
- Thanking people for making alumni appointments and after the visits
- Requesting information on company briefings
- 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 easily express the contents.
- ② Address  
Write the recipient (name and affiliated department) at the top of the message.
- 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 all 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.