Applications

Starting an application is the entrance to job hunting

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

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

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

How to start an application

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

The batch application feature (see page 36) allows you to search for companies according to the type of industry, occupation, etc., and to start applications for multiple companies. This feature is useful for selecting companies in the initial phase of job hunting.

List of major employment information websites

ACCESS Humanext (operated by Access Humanext Co., Ltd.)
Asagaku Navi (operated by Gakujo Co., Ltd.)
Shushoku Walker Net (operated by J Broad Co., Ltd.)
Diamond Shushoku Navi (operated by Diamond Human Resources Co., Ltd.)
Career+ (operated by DISCO Inc.)
Bun Nabi! (operated by Bunkahoso Career Partners Co., Ltd.)
Mynavi (operated by Mynavi Corporation)
Rikunabi (operated by Recruit Career Co., Ltd.)

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

Starting applications directly through a recruitment website of individual companies

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

Starting applications through direct mail, etc., from companies

Application announcements are sometimes sent to prospective graduates in direct mail, etc.
Starting mass applications from employment information websites

Register with an employment support website

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

Apply for jobs

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

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

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

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

How to start an application

Step 1
Search for companies you are interested in, by industry, occupation, business content, company name, etc.

Step 2
Click "Application" on the company search results screen or the company details screen.

Step 3
Check the application screen and fill out the questionnaire column, if there is one.

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

Step 4
Check the entered information on the confirmation screen and click "Submit" to complete the process.

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

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

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

1. Use applications and company information briefing reservations

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

2. Use of PC e-mail accounts

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

3. Participate in online company information briefings

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

4. Use applications that are convenient for job hunting

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

Mr. A’s smart phone job hunting diary

<table>
<thead>
<tr>
<th>Job hunting schedule for employment in FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 15</td>
</tr>
</tbody>
</table>
In the school cafeteria, I happened to see my mentor, of an overseas student who had been made a tentative offer by a Japanese company, so I started talking to him. “Congratulations!” I said. “It’s all thanks to this,” he replies as he showed me his smart phone. It was the same model as mine, so he showed me which application to use.
| Oct 30 |
Participated in the Careers Advice Team’s job hunting guidance session. Industry and company research shows that the Internet is very effective, so I immediately checked some job-placement websites. At that moment, it felt like my job search had started for real.
| Dec 1 |
Over the past few days I have been using a quiz app to study business manners that I should master for job hunting. I assume that’s why I was praised at my part-time job and told that my manners have improved.
| Feb 1 |
The full-scale job hunting season is almost here. Today, I installed an exclusive job hunting support app that allows me to manage all of my job hunting information in one place. I’m interested in Company A, so I will store information gathered from the website by using a document management tool.
| Mar 1 |
Participated in my first joint briefing session event. I checked the route to the venue and time required on my smart phone, so I arrived with plenty of time. I mentioned the event on a social networking site, and my friend who is an overseas student who was also attending contacted me and we met up.
| Apr 1 |
The deadline for application forms has drawn close. Today I used an app that allows me to exchange job hunting data while at home. Before filling out my application sheets, I will refer to the sample applications of senior students to prepare my submissions.
| Jun 1 |
Last night, I kept thinking, “Tomorrow is the interview,” so I couldn’t get to sleep. I started performing a simulation via an interview practice app, and soon fell asleep. I used the app today as well, before I left home. So, this is it...

Company Briefing Sessions

Let’s develop an eye for companies

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

Company Briefing Types

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

Collecting Information on Company Briefing Sessions

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

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

Contact from Companies

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

Company Website

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

Job Information Sites

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

School Posters

Advertisements for events and lists of event information are available in magazines related to job information placed in career centers.
Preparation for and attitude in company briefing sessions

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

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

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

Seminars (open seminars)

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

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

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

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

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

How to write a resume

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

- Write the date of submission.
- Write the date of mailing if sending by post.
- Write in hiragana if the instruction is in hiragana.
- Write in katakana if the instruction is in katakana.
- Attach a photograph of you in a suit, taken at a photo studio. Write the name of your school, department, and your full name on the back of the photograph.
- If you have your personal seal, use a red ink pad and affix your seal correctly.
- Write your address accurately. If you live in an apartment/condominium, be sure to include its name and room number.
- If you have any job history prior to your study in Japan, write it below your academic history.
- Use Arabic numerals.
- Write the official names of licenses and qualifications. Write down any qualifications that you acquired in your home country.
- Write concisely without going outside the designated space. However, sentences that are too short are also a problem. It is a good idea to create a draft so you can be sure that letters fit with good balance.
- Write down what you want to express as most appealing, including your personality and strong points, in a detailed manner. Use expressions that give reasons and provide background.
- It is important to indicate your degree of interest in the company and enthusiasm about joining them.

※ Refer to “Contents of Entry Sheet” (P42)

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

To fully express your attractive character

Employers use the application form as an initial screening process based on applicant characteristics. The application form constitutes a formal request to a potential employer to take the employment test. Notwithstanding some differences in format and content between employers, the application form will normally include basic information such as your university and contact details, as well as short descriptive pieces outlining your reasons for applying (your motivations), your personal qualities and what makes you suitable for the job.

Contents of Entry sheet

- **Basic details**
  This is essentially the same as the information on your resume. See How to write a resume → P41

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

- **Notes on filling out application forms**
  1. If you are submitting a handwritten applications, be sure to make multiple copies for creating drafts.
  2. You cannot use correction liquid. Make a draft first and then a clean copy.
  3. When handwriting, fill out the form carefully and legibly. Incorrect characters or missing syllables/characters are unacceptable. Even if you don’t have good handwriting, fill out the form carefully.
  4. Avoid leaving blank spaces.
  5. Use the space effectively so that you don’t leave any blank space.
  6. Be sure to make a copy of the completed form.
  7. You need a copy to check what you wrote before going to a seminar or interview.
  8. Write down the “school name/department/your name” on the back of the photograph to be attached.
  9. Photographs sometimes come off during sorting at a company.
  10. Have a person who is good at Japanese look over the completed form. Make sure to have someone check to see if there is any mistake with Japanese characters or expressions.
  11. Submit the form early, not when a deadline is approaching.
     - Some companies start screening based on the order of arrival.
     - Many students submit their forms at the last minute before the deadline. In some cases, the company may end up not spending enough time reading your application form.
     - In the case of the Internet, you may have a difficult time sending your application form because the server is congested before the deadline.
     - In many cases, students end up not being able to make the deadline and are excluded from the screening process.
Most application forms include short-answer questions on three topics: reasons for applying, your personal qualities, and your key academic achievements.

1 Reasons for applying for the job

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

- It is important to do your research first so that you have a good understanding of the company and the industry in general. (Industry and Company Research P13)
- Under “Reasons for Applying” explain why you are keen to join the company.
- Explain clearly how you have the skills required for the job and describe how you can contribute to the organization, with reference to your particular qualities and attributes.

2 Self-promotion

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

- Self-analysis is a good way to identify your qualities and attributes. (Self-analysis and Evaluation P9)
- Rather than trying to describe all of your qualities, it is more effective to focus on just one and describe it in detail.
- Describe some situations where you demonstrated this quality.
- It is important to explain how you would harness this particular quality in performing the job you are applying for.

3 Key academic achievements

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

- Self-analysis is a good way to identify your key achievements at university. (Self-analysis and Evaluation P9)
- Talk about some of the events or situations that inform your educational challenges and achievements.
- Describe what you gained from these experiences and how they contributed to your personal or professional growth.
- Where possible, include numerical results or reports of your achievements.

4 Common short-answer questions on the application form

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

Also, employers are starting to move away from the standard “tell us about yourself in 200 characters” question and focusing more on clarity of expression and concepts. This suggests that employers are using the application form as a way to identify new recruits who have the capacity to contribute from the outset and who are able to demonstrate their competencies.

As you prepare your application forms, always keep in mind what it is that employers want to see from their new recruits.

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

Manners to Make a Good Impression

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. Formal terms...words used when it is necessary to respond politely and elegantly to others

Written Language and Spoken Language

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

Easily-Mistaken Written Language and Spoken Language

<table>
<thead>
<tr>
<th>Spoken language</th>
<th>Written language</th>
<th>Spoken language</th>
<th>Written language</th>
</tr>
</thead>
<tbody>
<tr>
<td>じゃない</td>
<td>しない</td>
<td>色んな</td>
<td>色んな</td>
</tr>
<tr>
<td>してる</td>
<td>している</td>
<td>なので</td>
<td>このため</td>
</tr>
<tr>
<td>そんな</td>
<td>そのような</td>
<td>でも</td>
<td>だが</td>
</tr>
<tr>
<td>みんな</td>
<td>みな</td>
<td>すごい・すごく</td>
<td>非常に・大変</td>
</tr>
</tbody>
</table>

Letter-Writing Etiquette

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

When do letters need to be used?

- When mailing application forms and resumes
- It expresses your sense of gratitude better than e-mail, etc.

Cover Letter Etiquette

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

Envelope-Writing Etiquette

- Writing on the Front of Envelopes
- Writing on the Back of Envelopes

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.