

Résumé

Please read the "Instructions for Completing the Resume" on the right carefully when filling out the form.

As of 2005 , 2 , 7 (yyyy,mm,dd)

(2)	Name	Family Name Todoi	First Name Hanako	Sex Female
(3)	Date of Birth	1977 / 8 / 10 (27 yrs old)		
	Address	〒 120 - 5411 4 - 4 - 3 *** Apartment, *** Cho (Town), *** City, *** (Prefecture)		
	Telephone No.	Home ΔΔΔ - 〇〇〇 - ××××	Mobile ΔΔΔ - 〇〇〇〇 - ××××	
	E-mail Address	×××@ΔΔΔ.com		

(1) Attach a sharp print taken within six months before submitting the resume. You may use either a black-and-white or a color full-faced photograph showing your face, upper body and uncovered head. The size of photo shall be:
3.5 to 4.0 cm height
by
3.0 to 3.5 cm width

(4)	High School	yyyy	mm	Name of Institution (School, City/Town, Country)	Final Status
		1996	3	***** High School, General Course	Graduated

(5)	University (undergraduate level), Junior College, College of Technology, Vocational Technical School etc.	yyyy	mm	yyyy	mm	Name of Institution	Final Status	Evening Course/Correspondence Course	
		1996	4	~	2001	3	Faculty of Education, ***** University	Graduated	
				~					
				~					

(6)	Graduate School	yyyy	mm	yyyy	mm	Name of Institution	Final Status	Total Credits Earned	
		2001	4	~	2003	3	Graduate School of Education, ***** University	Completed	(Credits)
				~					(Credits)
				~					(Credits)

(7)	Academic Degree	yyyy	mm	Academic Title	Major Field	Issuing University	yyyy	mm	Academic Title	Major Field	Issuing University
		2003	3	M.A.	Education	***** University					

(8)	License, Examination, Qualification etc. (Refer to "List of Licenses")	yyyy	mm	dd	Title
		2004	6	30	Passed career examination of National Universities in Japan.

(9)	License, Examination, Qualification etc. (Other than listed on "List of Licenses")	yyyy	mm	dd	Title	Certified by

(10)	Remarks	
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Name Hanako Today

Work Experience (Employment History etc.)					Organization	Country (if other than Japan)	Job Title	Job/Research Description	Employment Status
yyyy	mm	~	yyyy (incl. expected retirement date)	mm					
2003	4	~	2003	6	General Affairs Division, General Affairs Department, ***** Co., Ltd.		Administrative Staff	Engaged in on-the-job training.	Regular Employee
2003	7	~	2003	12	Property Division, Finance Department, ***** Co., Ltd.		Administrative Staff	Engaged in financial services and contract services.	Regular Employee
2004	8	~	2005	3	***** Branch Office, ***** Co., Ltd.		Temporary Staff	Engaged in sales, order, accounting services etc.	30 hours a week
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Note

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The above statements in the résumé are true and correct.

Signature
