

Résumé

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

(2)	Name	Family Name Todai	First Name Taro	Sex Male
(3)	Date of Birth	1978 / 2 / 10 (27 yrs old)		
	Address	〒 120 - 5411 4 - 4 - 3 *** Apartment, *** Cho (Town), *** City, *** (Prefecture)		
	Telephone No.	Home △△△ - ○○○ - ××××	Mobile △△△ - ○○○○ - ××××	
	E-mail Address	×××@△△△.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	
		1997	4	~	1999	3	Bachelor's program junior division, College of Arts and Sciences, **** University	Completed	
		1999	4	~	2001	3	Department of Literature, Faculty of Arts and Literature, **** University	Graduated	
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(6)	Graduate School	yyyy	mm	yyyy	mm	Name of Institution	Final Status	Total Credits Earned
				~				(Credits)
				~				(Credits)
				~				(Credits)

(7)	Academic Degree	yyyy	mm	Academic Title	Major Field	Issuing University	yyyy	mm	Academic Title	Major Field	Issuing University

(8)	License, Examination, Qualification etc. (Refer to "List of Licenses")	yyyy	mm	dd	Title
		2001	3	15	Librarian License
		2004	6	30	Passed career examination of National Universities in Japan

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

(10)	Remarks	
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Name Taro Today

(11)

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					
2001	4	~	2002	2	Services Division, ***** City Library		Part-time Employee	Engaged in library loan services.	40 hours a week
2002	9	~	2003	8	Services Division, ***** Prefectural Library		Administrative Staff	Engaged in cataloguing and classifying documents.	Regular Employee
2003	9	~	2005	3	***** University Library		Assistant Clerk	Engaged in library loan services.	30 hours a week
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The above statements in the résumé are true and correct.

Signature