

If you cannot open a word file and prepare your resume on your own, include the following information. Unless necessary information is included, it may be taken account against your interests on decision of your salary.

NICT Limited-Term Employee Resume/CV Format

Job Number [-]

Current Date [DD/MM/YYYY]

(First name :
Last name :)

***Please write your full name in alphabetical letters as is written in your passport.**

[ID photo attached]

Personal Profile

Birth date: [DD/MM/YYYY]

Age:

Sex:

Resides: [Full Address]

Mobile Phone Number:

Home Phone Number:

Email:

Contact address if necessary:

***Dates must be in day-month-year format regarding education, employment history and degree obtained information.**

Education Background

*Start from the most recent education background

*Include information on your resume following high school graduation

[Admission Month/Year- Graduate Month/Year]

[Name of School, City Country]

[Department]

[Major]

[Quick summary]

Degree Obtained

***Researchers only**

[Degrees]

[Date of Conferment] [DD/MM/YYYY]

[University]

[Field]

[Research Topic]

Employment History

***Start from the most recent employment history**

[Dates of Employment from Month/Year – to Month/Year]

[Company Name, City, Country]

[Employment status (Permanent employee, Fixed (Limited) term employee or employees temporarily transferred to NICT etc.)]

[Department, Division]

[Job Title]

[Job Content]

[Job responsibility/achievement]

Work experience at NICT

***Start from the most recent employment history**

[Dates of Employment from Month/Year – to Month/Year]

[Department, Division]

[Employment status (Permanent employee, Fixed (Limited) term employee or employees temporarily transferred to NICT etc.)]

[Job Content]

[Job responsibility/achievement]

Honours/Awards

Activities

Qualifications

Technical Skills

Language Skills

[Language]

[Level (Speaking/Reading)]

[Reading ability in Japanese including Kanji characters]

Personal Data

[Spouse (with/without)]

[Spousal Support Obligation (with/without)]

[Dependents (except spouse)] Children (number):

Other Dependents (number):

Publications/References