Sample

## $Resume \,\, (Form \, for \, Foreign \,\, Nationals)$

As of (YYYY/MM/DD)	
2022/11/1	
Name	
John SMITH	

	Family		First	Middle
Name	Smith	Smith		
In Katakana	スミス	ジョン		
Date of Birth (YYYY/MM/DD)	1980/1/17		Age	42
Sex (As entered on family register) *optional section	Male		Nationality *Non-Japanese	United Kingdom
Status of Residence	Professor		Date of expiration (YYYY/MM/DD)	XXXX/XX/XX
Address	(zip code: 101-8301) 1-1 Kanda-surugadai, Chiyoda-ku, Tokyo, JAPAN			
Landline Phone	03-3296-XXXX		Mobile Phone	090-XXXX-XXXX
E-mail	xxxx@xxxx.ne.jp			

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\*Please list all your educational background, including high school.

Name of Institution (School, Department, Major, Program), Country		llment l mm~ yy	Period ryy/mm)	Final Status (Graduated, Completed, Withdrew etc.)
England High School	1995/4	~	1998/3	Graduated
B.A. England University School of Public Affairs, UK	1998/4	~	2002/3	Graduated
M.A., Meiji University Graduate School of Law, Japan	2004/4	~	2006/3	Graduated
J.D., Meiji University School of Law, Japan	2006/4		2009/3	Graduated
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## [Academic Degrees]

"Degree by dissertation" following the name of the degree, and provide your dissertation title as well.

Degree, Title of Dissertation	Name of Institution, Country	Date Conferred (yyyy/mm/dd)
M.A. in Law	Meiji University Graduate School of Law, Japan	2006/3/26
J.D. (Reform of the Judicial System in Japan)	Meiji University School of Law, Japan	2009/3/26

[Languages]	*Include all	the languages	in which you	can give lectures.
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Engl	lish,	Japanes	e

<sup>\*</sup>For Doctoral Degrees, please state "Degree by program completion" or

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## [Work Experiences]

\* If there are any periods of unemployment, or work experiences at Meiji University (including TA positions etc.), please be sure to fill in all those information.

Period (yy	yy/mm~	yyyy/mm)	Institution, Affiliation, Division, Job Title (Full / Part-time) etc.
2002/4	~	2003/8	English Teacher, Meiji University High School
2003/9	~	2004/3	Unemployed (preparation for graduate school entrance exam)
2007/4	~	2009/3	Research Associate, Meiji University School of Law
2009/4	~	2011/3	Research Fellowship, Japan Society for the Promotion of Science
2011/4	~	2015/3	Senior Assistant Professor, Meiji University School of Law
2012/4	~	Present	Lecturer (part-time), XX University School of Law
2015/4	~	Present	Associate Professor, Meiji University School of Law
2017/4	~	2018/3	Visiting Professor, England University
	~		
	~		
	~		
	~		
	~		
			Status at your Present Workplace
sociate Profe	essor, Mei	ji University Sc	hool of Law

Associate Professor, Meiji University School of Law	
Meiji University School of Law	
(Subject)	

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Meiji University Graduate School of Law

(Subject)

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(Title)

2014/4~2016/3 Member of Student Affairs Committee

2019/4~Present Associate Dean, Meiji University School of Law

Lecturer (part-time), XX University School of Law

(Subject)

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## [Record of Rewards, Punishments, and Disciplinary Actions]

Record	Date (yyyy/mm)	Detail
Yes		
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None		