

Sample

## Resume (Form for Foreign Nationals)

Attach a portrait  
photo (4cmx3cm),  
plain background.  
Digital image  
acceptable.

As of (YYYY/MM/DD)
2025/11/1
Print Name (by hand)
<b>John SMITH</b>

Name	Family	First	Middle
	Smith	John	
In Katakana	スミス	ジョン	
Date of Birth (YYYY/MM/DD)	1980/1/17	Age	45
Sex (As entered on family register) *Optional	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		

**[Educational Background (High School, University, Graduate School etc.)]**

\*Please list all of your educational background, starting from the period equivalent to high school in Japan.

Name of Institution (School, Department, Major, Program), Country	Enrollment Period (yyyy/mm~ yyyy/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]**

\*For Doctoral Degrees, please state “Degree by program completion” or

“Degree by dissertation” following the name of the degree. Provide your dissertation title.

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 of the languages in which you can give lectures.

English, Japanese
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**[Work Experience]**

\* Please be sure to enter any work experience (including TA, etc.) you have had at Meiji University.

\*If you are applying for a full-time faculty position (including assistant professor) or specially appointed faculty (Type. 1) position , please be sure to include the period you were unemployed.

Period (yyyy/mm~ yyyy/mm)	Institution, Affiliation, Division, Job Title (Full / Part-time) etc.	Mark '○' if you have work experience at this university.
2002/4 ~ 2003/8	English Teacher, Meiji University High School	○
2003/9 ~ 2004/3	Unemployed	
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	
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**Status at your Present Workplace**

Associate Professor, Meiji University School of Law

Meiji University School of Law

(Subject)

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Meiji University Graduate School of Law

(Subject)

○○○○○ I ・ II, △△△△△ A ・ B, □□□□□ I ・ II

(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)

○○○○○ I ・ II

**【Record of Awards, Punishments, or Disciplinary Actions】**

Record	Date (yyyy/mm)	Detail
Yes		
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None		