

**SAMPLE**

# RIKKYO UNIVERSITY

3-34-1 NISHI-IKEBUKURO, TOSHIMA-KU, TOKYO 171-8501

## CURRICULUM VITAE

Date: 2024/5/15

Name	(Family Name)	(Given Names)	Submit your photo separately. Do not insert in the resume.
	RIKKYO	Hanako	
	(Katakana)	(Katakana)	
	リッキョウ	ハナコ	
Present Address (address in Japan)	3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501		
Telephone / Fax	03-3985-4938 / 080-1234-5678 (Mobile)		
Email Address	hanako.rikkyo@rikkyo.ac.jp		
Home Address (if different)			
Telephone / Fax			
Date of Birth (Year/Month/Day)	1982/4/1	Age	42
Nationality	Japanese	Gender	Female

コメントの追加 [A1]: 1. All information provided is only used for employment purpose (during the hiring process as well as after any potential employment) or in case of emergency.  
2. Please fill out all information in chronological order from old to new using the western year in 4 digits.  
3. Please use "MS 明朝" for Japanese and "Times New Roman" for English, both in 11pt throughout the CV for consistency.

コメントの追加 [A2]: 1. Please write your name you plan to use on campus.  
\*Official registered name is not required at this time. In case your official name is different, you will need to submit a "Notification of Usage of Original Family or Other Name" to the HR Office at the time of employment.  
2. Please be sure to enter the pronunciation of your name in Katakana as this is necessary for registration.

Yr	M	D	Educational Background and Teaching Licenses
			Educational Background
2000	3	31	Rikkyo Ikebukuro High School - Graduated
2000	4	1	Rikkyo University, BA in XX - Entered
2004	3	31	Rikkyo University, BA in XX - Graduated
2004	4	1	Rikkyo University, MA in XX - Entered
2006	3	31	Rikkyo University, MA in XX - Graduated
2006	4	1	Rikkyo University, PhD in XX - Entered
2009	3	31	Rikkyo University, PhD in XX - Graduated
			Teaching License
2020	11	30	University of Cambridge, Certificate in Teaching English to Speakers of Other Languages (CELTA)

コメントの追加 [A3]: Educational Background: Please start your educational history from your high school graduation.  
If you have enrolled in a doctoral course of a graduate school, indicate the status along with the date when you left the course from 1) Graduated, 2) Withdrawal with completion of course requirements or 3) Dropped out.  
If you are currently enrolled in a doctoral program, indicate "Entered (ongoing)" or "Entered (on leave)".  
No need to indicate city/country.

コメントの追加 [A4]: Please enter if applicable.

- List both the date of admission and graduation for all schools attended from high school graduation.
- Clearly indicate any certificate or diploma (e.g. TESOL, CELTA) as such separately.

Yr	M	D	Academic Degrees
2006	3	31	Rikkyo University, MA in XX
2009	3	31	Rikkyo University, PhD in XX

コメントの追加 [A5]: Please write the exact names of any Master's or higher degrees you have earned including the name of the university and your majors. The date should be when the degree is issued.

\*Please follow the instruction in the "Sample - Rikkyo CV".

(Name: Hanako Rikkyo)

Yr	M	D	Teaching Experiences
2009	4	1	XX High School, Full-time English Teacher (-2011/3/31) English Presentation, Advanced English A
2011	4	1	University of XXX, School of YYY, Part-time Lecturer (-2014/3/31) Japanese Beginner
2014	4	1	XXX University, College of YYY, Part-time Lecturer (-2019/3/31) Reading & Writing, English Beginner A・B
2019	4	1	Rikkyo University, YYY Center, Full-time Lecturer (-present) Reading & Writing, English Beginner A・B
2021	4	1	XXX University, YYY Department, Part-time Lecturer (-present) Reading & Writing

**コメントの追加 [A6]:** 1. Please write the names of all institutions as well as the positions you work / worked at on a full-time basis.  
[E.g.] XX University, College of XX, Full-time Lecturer  
2. Regarding any part-time work, you may choose to indicate only the positions you had at times you did not have a full-time position including the duration. In addition, please make sure to write if you have worked for Rikkyo University as a part-time lecturer.  
3. Regarding any teaching positions, please list the courses you teach / taught (indicate any position not related to teaching English as well), and do not include other information such as number of komas, class hours, etc.  
4. No need to indicate city/county.

Yr	M	D	Rewards and Punishments
201X	X	X	XXX Award
2019	4	1	Grants-in Aid for Scientific Research (C), 19KXXXX, Principal investigator. "●●●●●●●●" (-2023/3/31)
			(Insert "None" if not applicable)

**コメントの追加 [A7]:** Please describe any awards you have received from public institutions, academic societies, publishers, public research funds earned; disciplinary actions you have been subjected to in the course of duties; and any disciplinary actions you have been subjected to related to the improper receipt of research funds, etc.

Please list your qualifications as a teacher such as certificate, in the "Educational Background/ Teaching Licenses" section, and do not include your own certification exams.

Yr	M	D	Participation in Academic Organizations
201X	X	X	Member, The Japan Association of College English Teachers (-20XX/X/XX)
201X	X	X	Member, The Japan Association for Language Teaching (-present)
201X	X	X	Program Chair, The YYY SIG of JALT (-20XX/X/XX)
			(Insert "None" if not applicable)

**コメントの追加 [A8]:** Please list official name without using abbreviations, and your role such as "Member".

Best 5 Publications in APA style (Additional Publications can be submitted on a Separate Sheet)	
Ex. Williams, J. (2008). Influence of TBLT on Students' English Fluency. <i>TBLT Journal</i> , 4(1), 141-154.	
©Rikkyo, H. (2009). Title [Doctoral dissertation, Rikkyo University]. RIKKYO Roots, Rikkyo University Repository. <a href="http://rikkyo.repo.nii.ac.jp/records/00000">http://rikkyo.repo.nii.ac.jp/records/00000</a>	
○Rikkyo, H., & Smith, J. (2019). Title. <i>The Journal of XXX University</i> , 50, 10-20. (I was responsible for data collections & data analysis)	
☆Rikkyo, H., Smith, J., & Yamada, T. (2020). <i>Book Title</i> . XXX Publishing Co., Ltd. (I was responsible for "Chapter 1" and "Chapter 2": pp. 1-25)	
Rikkyo, H., & Yamada, T. (2021). Title. In W. Smith & T. Brown (Eds.), <i>Book Title</i> (pp. XX-XX). XXX Publishing Co., Ltd. (I was jointly responsible for all pages)	
Rikkyo, H. (2022). Title. <i>The Journal of YYY</i> , 15(2), Article number. <a href="https://doi.org/00.0000/00000000.2022.0000000">https://doi.org/00.0000/00000000.2022.0000000</a>	

**コメントの追加 [A9]:** 1. Use APA style and include DOIs, if any. Please refer to the following website for more information.  
<https://www.scribbr.com/category/apa-style/>  
2. Please fill out all information in chronological order from old to new. For any published thesis or dissertation, put a circle "©", for articles that passed a refereeing process, put a circle "○", for the publication you submitted as application document, put a star "☆" in front of the author.  
3. For any publications that you co-authored, please include the names of the co-authors and the page numbers you were primarily responsible for. If not possible, please indicate what role you played in the published material.  
4. For any published book or textbook, please specify the publisher. For any academic articles, please write the full name of the journal or association including the number of volume / issues. Please do not include the oral conference presentation and seminars.  
5. Please list items as "in press" only when the proof reading and publication schedule is confirmed.

\*Please follow the instruction in the "Sample - Rikkyo CV".

