

RIKKYO UNIVERSITY

CURRICULUM VITAE

Name	(Family Name)			(Given Names)		
	Smith			John		
	(Katakana)			(Katakana)		
	スミス			ジョン		
Address in Japan	3-34-1-101 Nishi Ikebukuro, Toshima-ku, Tokyo 171-8501					
Phone	(TEL):	03-1234-5678	(Fax):	03-1234-5678	(Mobile):	090-1234-5678
E-mail Address	*****@gmail.com					
Home Address (if different)						
Date / Place of Birth	January 15, 19xx / Los Angeles, California, USA			Age	43	
Nationality	United States			Gender	Male	

Signature: _____ Date: _____

Y	M	D	Educational Background <small>(Note: The Y/M/D columns refer to the starting date. List the ending date at the end of your information.)</small>
1995	9	15	xxxx High school (USA)(1998/6/15)
1998	9	15	University of California at Los Angeles (USA), Department of Communication Studies (2002/6/15)
2005	1	15	Temple University (Japan), Graduate College of Education, M.Ed. TESOL (2007/5/15)
2011	1	15	Temple University (Japan), Graduate College of Education, Ph.D. Applied Linguistics (present)

Y	M	D	Teaching Experience¹ <small>(Note: The Y/M/D columns refer to the starting date. List the ending date at the end of your information.)</small>
2008	4	1	xxxx University, Foreign Language Center, Part-time lecturer, taught English e-learning (2010/3/31)
2008	4	1	yyyy University, Department of Engineering, Part-time lecturer, taught Science English (2011/3/31)
2009	4	1	zzzz University, International Education Center, Part-time lecturer, taught Communication Studies to international students (2011/3/31)
2009	4	1	zzzz University, Graduate School of Law, Part-time lecturer, taught Academic Writing (2011/3/31)
2010	4	1	xxxx University, Department of Economics, Full-time lecturer, taught Academic English (present)

¹Please clearly indicate any position not related to the teaching of the English language.

Y	M	D	Academic Degrees / Teaching Licenses² <small>(Note: The Y/M/D columns refer to the completion date.)</small>
2007	5	15	Temple University (Japan), M.Ed. TESOL

²Please clearly indicate any certificate or diploma (e.g., TESL, CELTA) as such.

Publications (up to five items / include APA style information³)	
Ex.	Williams, J. (2008) Influence of TBLT on students' English fluency. <i>TBLT Journal</i> 4(1), 141-154.
1.	Smith, J. (2007) CALL education at Japanese universities. <i>CALL Journal</i> 6(1), 24-34.
2.	Smith, J. (2009) Using CALL education to increase language use output. <i>Journal of CALL</i> 14, 54-62.
3.	
4.	
5.	

³Include author(s), date, title, publication name, publication number, etc. and page numbers.

If necessary, please add rows to your Educational Background, Teaching Experience, or Academic degrees / teaching licenses. However, please do not change the overall format of this CV template. Either English or Japanese is acceptable.