

RIKKYO UNIVERSITY

CURRICULUM VITAE

Name	(Family Name)		(Given Names)		Attach your photo with a clip: do not use glue.
	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 and Place of Birth	January 15, 19xx / Los Angeles, California, USA			Age	43
Nationality	United States			Gender	Male

Signature: _____ Date: _____

Y	M	D	Educational Background
(Note: The Y/M/D columns should be used for the starting date only. Put the ending date after the information in the right column.)			
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)

1. List both the date of admission and graduation for all schools attended since high school.
2. List all entries in chronological order from the earliest to the most recent.

Y	M	D	Teaching Experience¹
(Note: The Y/M/D columns should be used for the starting date only. Put the ending date after the information in the right column.)			
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 teaching English.

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.

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(Name _____)

Y	M	D	Academic Degrees / Teaching Licenses ² (Note: The Y/M/D column in this section should be used for the completion date.)
2007	5	15	Temple University (Japan), M.Ed. TESOL

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

Y	M	D	Activity in academic/professional organizations and/or social contribution activities

Best 5 Publications (use APA style ³) Additional Publications can be submitted on Separate Sheet
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. (refereed)
2. Smith, J. (2009) Using CALL education to increase language use output. <i>Journal of CALL</i> 14, 54-
3.
4.
5.

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

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