

**SAMPLE**

# RIKKYO UNIVERSITY

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

## CURRICULUM VITAE

Date: 2025/5/5

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)	Rikkyo Heights 201, 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	43
Nationality	Japanese	Gender	Female

コメントの追加 [A1]: -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.

-Fill out all information in chronological order **from old to new** using the western year in 4 digits.

-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]: -Enter 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.

\*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]: -Start your educational background 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: 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]: -List your qualifications as a teacher.

-Do not include your own certification exams.

1. List both the date of admission and graduation for all schools attended from high school graduation.

2. 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]: -Enter the exact names of any Master's or higher degrees you have earned including the name of the university and your majors.

-Indicate the date 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]:** - Enter 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  
-For 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.  
-If you have worked for Rikkyo University as a part-time lecturer, be sure to indicate.  
-For any teaching positions, 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.  
-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]:** -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.

Yr	M	D	Participation in Academic Organizations
			Activities in Academic Societies
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)
			Activities in Society
201X	X	X	Deputy Chair, YYY Prefectural Board of Education (-20XX/X/XX)
201X	X	X	Member, YYY Committee of the Ministry of YYY (-20XX/X/XX)
			(Insert "None" if not applicable)

**コメントの追加 [A8]:** -List official name without using abbreviations, and your role such as "Member" in chronological order **from old to new**.  
-Do not include temporary positions at annual congresses etc.

**コメントの追加 [A9]:** -List activities you have conducted on a national or prefectural level, or activities of a standard or scale equivalent to that conducted by academic societies (these activities must be related to your major or field of research).  
-Describe your achievements in society in a concise manner.

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>
○Smith, J., & Rikkyo, H. (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). Book Title. 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. 21-30). XXX Publishing Co., Ltd. (I was jointly responsible for all pages)
Rikkyo, H. (2022). Title. ●●大学ジャーナル, 6(1), 10-20.

**コメントの追加 [A10]:** -Use APA style and include DOIs, if any. Refer to the following website for more information: <https://www.scribbr.com/category/apa-style/>  
-Fill out all information in chronological order **from old to new**.  
-Add a mark at the beginning of the item if applicable:  
◎: thesis, dissertation  
○: peer reviewed articles  
☆: publication submitted this time  
-For any co-authored publications, describe the names of all co-authors in the order they appear. Also indicate the page numbers you were primarily responsible for or your role in the publication.  
-For any book or textbook, specify the publisher. For any academic articles, enter the full name of the journal including the number of volume / issues.  
-Do not include the oral conference presentation and seminars.  
-List items as "in press" only when the proof reading and publication schedule is confirmed.

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

