

SAMPLE

RIKKYO UNIVERSITY

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

CURRICULUM VITAE

Date: 2026/5/5

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-XXXX / 080-1234-5678 (Mobile)		
Email Address	hanako.rikkyo@rikkyo.ac.jp		
Home Address (if different)			
Telephone / Fax			
Date of Birth (Year/Month/Day)	19XX/4/3	Age	●●
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 in all information in chronological order (**oldest to newest**). Use 4-digit Western years and do not include leading zeros for single-digit months or dates.
-Use "MS 明朝" for Japanese text and "Times New Roman" for English text, both in **11pt** throughout the CV for consistency.

コメントの追加 [A2]: -Enter the name you plan to use on campus.
*Your officially registered name is not required at this time. If it differs from the name you use on campus, you will be asked to submit the required form at the time of employment.
*Be sure to enter your name in Katakana, as it is required for system registration.

Yr	M	D	Educational Background and Teaching Licenses
			<u>Educational Background</u>
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
			<u>Teaching License</u>
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 with your high school graduation.
-For doctoral programs, indicate the status and the relevant date: 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)".

コメントの追加 [A4]: - List only qualifications related to teaching.
- Do not include other certifications or proficiency exams unrelated to teaching.

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 field of study.
-Indicate the date the degree was conferred.

*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	XXX University, YYY Department, Part-time Lecturer (-present) Reading & Writing
2023	4	1	Rikkyo University, YYY Center, Full-time Lecturer (-present) Reading & Writing, English Beginner A・B

コメントの追加 [A6]: - Enter the official names of all institutions and the full-time positions you hold or have held.
[e.g.] XX University, College of XX, Full-time Lecturer
- For part-time positions, you may choose to list only those held during periods when you were not employed in a full-time position. In such cases, please be sure to indicate the exact period of employment.
- If you have worked as a part-time lecturer at Rikkyo University (including Rikkyo JHS & HS), be sure to include this information.
- List only the titles of the main courses taught. Details such as the number of class periods or contact hours are not required.
- There is no need to indicate the city or country.

Yr	M	D	Rewards and Punishments
201X	X	X	XXX Award
			(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; 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 oldest to newest**.
- Do not list temporary positions held at specific conferences (e.g., at the Xth annual meeting).

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)
©Rikkyo, H. (2009). <i>Title</i> [Doctoral dissertation, Rikkyo University]. RIKKYO Roots, Rikkyo University Repository. http://rikkyo.repo.nii.ac.jp/records/00000
○Smith, J., & Rikkyo, H. (2019). <i>Title</i> . <i>The Journal of XXX University</i> , 50, 10–20. https://doi.org/10.0000/000000 (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). <i>Title</i> . 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). <i>Title</i> . ●●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 available.
-Fill out all information in chronological order **from oldest to newest**.
-Add a mark at the beginning of the item if applicable:
◎: thesis, dissertation, ○: peer reviewed articles
☆: publication submitted this time
-For any co-authored works, list the names of all co-authors in the order they appear in the original publications. Also indicate the page numbers you were primarily responsible for or your role.
-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 presentations and seminars.
- List items as "in press" only if they have been proofread and the publication date and page numbers have been finalized.

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

<Attachment>

(Name: Hanako Rikkyo)

Yr	M	D	External Competitive Research Funding
2019	4	1	Grants-in Aid for Scientific Research (C), 19KXXXX, Principal investigator. "●●●●●●●●" (-2023/3/31)

コメントの追加 [A12]: - List any external research funds received.
- Delete this section if there is nothing to list.

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