

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	Taro	
	(Katakana)	(Katakana)	
	リッキョウ	タロウ	
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	taro.rikkyo@rikkyo.ac.jp		
Home Address (if different)			
Telephone / Fax			
Date of Birth (Year/Month/Day)	19XX/4/3	Age	●●
Nationality	Japanese	Gender	Male

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]: 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]: -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".

<Attachment>

(Name: Taro 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 [A11]: - List any external research funds received.
- Delete this section if there is nothing to list.

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