



Resources you should know about and Use For your Job and Internship hunting in Japan and beyond

■ REGISTER today and get plugged in

Updated August 13, 2009

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On campus

Career Coach at IUJ – Gretchen Shinoda is your Career Counselor, but be sure to also use your faculty as well for career guidance, ideas, introductions, and more.

Career Board/Career Folder/Email Groups – please look at these DAILY if not twice a day to stay informed about position openings, criteria and application process, deadlines, etc. The date the info was posted is indicated, as are deadlines, and any limitations for applying. Posters are saved on the IUJ-Home, [CC&S folder](#), [08-09 Openings folder](#). Be sure to check Email daily. Also, check the [Development Jobs](#) folder and [UN Vacancy Updates folder](#)!! Info from workshops, and preparing Japanese documents, plus [interviewing in Japanese](#) is also in this important folder! **Emails:** REPLY to everything that is sent to you as an individual (not in the group, unless instructed), promptly (within 24 hours). If you don't use anything else, use **!!Resources you need to know about and use.doc** file !!!!!

IUJ Career Pages – <http://www.iuj.ac.jp/career/getstart/>

- Lots of advise (Cover letters, interviewing, etc.)
- links to career exploration assistance
- Links to Vault.com and MBAExchange.com – resources essential for your career planning
- links to UN/NGO/world organization recruitment pages
- links to MBA recruiters
- links to amazing resources <http://www.iuj.ac.jp/career/getstart/index.cfm?Tab=Resources>
- Internship providers, and MUCH MUCH more
- Live chat for quick questions with Gretchen (<http://www.iuj.ac.jp/career/>)

Please familiarize yourself with this. Be sure to review the **“After the Search”** section for help with housing, visas, etc.

IUJ Career Library is located in the MLIC Library holdings. Ask Career Counseling and Services for a map of where the collection can be found, and guidance on which books are recommended for what purpose. Resume writing, cover letters, networking, interviewing, career exploration, and more.

A-CAN – Alumni Career Advisors Network is a group of IUJ alumni ready to answer your industry questions or offer advice. They are NOT there to hand you a job/internship, but are invaluable for networking and leads. Please see the list of suitable questions. Hard copy is available in the “A-CAN” binder in CC&S and an excel file on the Network (searchable) in IUJ-home→CC&S → A-can.xls

IUJ's Global Women's Mentor Network is a subgroup of A-CAN designed to match current female students with female alumni for their academic and professional support. Ask career services how to get matched with a mentor.



LISTS and Info Folders: Check out the resources on potential employers and internship hosts, of where recent graduates are employed (last several years), list of internship hosts since 1996 and how

students got their internship (through CC&S or on own). The excel file is in the iuj-home→CC&S folder. See the special Info Folders in the CareerCounselors office

- **Internship Evaluations** are notes on IUJ internships from students TO students. In CC&S.
- **PhD Studies Information File** – info from IUJ Alumni, and contacts to learn more. In CC&S.
- **Last Years' openings** - a set of posters from what was offered in the last academic year. Separated by Internships and Jobs (though some call for both so look at both sections) in binders in CC&S

Career Exploration and Matching services



IUJ's account with **CareerLeader.com** Don't miss the chance to use their very comprehensive survey about your skills, interests and values, and how they match to various business careers (also enlightening for those in the NGO or IO hunt, but that is not the primary focus). IUJ has a very discounted site license and you can use all their resources for less than 2.500 through graduation. Ask Gretchen to be registered. After taking the test, ask her for help interpreting it.

Vault.com Online Career Library

– IUJ has a special site license! You need to register with Gretchen for access to this guide, and pay a small user fee to access this info. But the amount of information, industry and career guides, etc. you get is amazing! To access the Vault, after you register with Gretchen, go to The IUJ Career Page, Getting started links, and click on the [RESOURCES Tab](#).



<http://www.acinet.org/acinet/library.htm?category=1.4>
Learn about various occupations and careers, wages and trends. US-centric and maybe a bit too basic for some.

WetFeet

Your free membership gets you: Free downloads of Insider Guides, at least 20% off all WetFeet Insider Guides, access to post messages to our Career Advice and Dot Com message boards, E-mail newsletters and updates (Career Watch), which includes job listings, corporate news, and career profiles. Most of the info is US-centric though. Sign up for your free membership at http://www.wetfeet.com/asp/reg_new.asp



Career Magazine

Register and develop your skills profile today at <http://www.careermag.workexchange.com>. This also has links to Flipdog.com – a place to put your career aspirations and resume for job matchings.



CareerMag.com's Newsletter. Anyone can sign up for a free subscription on their Web site at <http://www.careermag.com/ mailing.html>
Helpful tips, advice, links for your career

development now and after you join the work force.

CareerJournal, a service of the Wall Street Journal (www.wsj.com) has



salary indicators & negotiation tips, Career advice, Hot Employment issues, job listings, and more. Sign up for their newsletter (FREE):

<http://www.careerjournal.com/services/emailcenter/> A very good online publication to help you think about your career and issues of being a professional.

TERRIE'S TAKE: (subscribe at (<http://www.terrie.com>)) A free weekly roundup of news & information on and from Japan, including job openings and trends, by Terrie Lloyd, President and CEO of Daijob.com, WorkInJapan.com (which offers its own free email newsletter: subscribe at <http://www.workinjapan.com/>), and J@pan.inc Magazine.

Comprehensive sites to register with for the hunt in Japan

Japan Info Directory for Job Sites!

Click to go to the a [major listing](#) of online job sites in Japan



CareerCross Japan is a great resource, links and advice. Recommended -- Information on Jobs in Japan for bilingual Japanese and English speakers (though there are listings for those with lower Japanese too), plus an invaluable resource for foreigners Living and Working in Japan. Register with them, even as an internship candidate, for their email service, job search service, etc. A **MUST** for your job hunt.



[The American Chamber of Commerce in Japan](#) (ACCJ) provides an email job alerts service and resume registration service for free. Sign up. Some job alert notices include INTERNSHIPS. **NOTE:** Several other American Chambers around the world have email job posting services.

Sign up for the city you want to work and get frequent job openings sent directly to you. Examples: [Shanghai](#) <http://jobs.amcham-shanghai.org/index.html> and [Hong Kong](#) <http://jobs.amcham.org.hk/index.html> (See the end of this document for more links to chambers)



The Japan Times Jobfinder, <http://jobs.japantimes.jp> (New Sept. 2008). Register and indicate areas of interest for not only Japan, but Asia and beyond.

<http://www.thejapanjobsearch.com> "Japan Jobs" also has a group on FaceBook you can join. LinkedIn Japan-related groups have Job sections on them you should be watching.



WorkinginJapan.com is a website with Japan related work info from job hunting tips, listings, resume builders, handy links to related sites, etc. You can register to receive their email newsletter, read Terrie's tips, etc. etc.



This is a sister-site of [Daijob.com](#) and Ambition.com, and is in English.



Disco Japan (<http://www.discointer.com/>) is a company that operates Job Fairs for Japanese-English speakers. They also offer online services such as **Career Forum** For those with high level of Japanese skills, you can get information on their **Job Fairs**, job advice, etc. See their webpage and register, get their free magazine, and their free job listings.

<http://www.careerforum.net/index.asp?lang=E>

CFN **BIZPRO** (another Disco services) allows you to submit your profile online and have their system match you with potential jobs. You should have at least conversational Japanese and business level English. You can evaluate the jobs and choose to apply or not <http://www.careerforum.net/bizpro/jp/index.asp>



Japanese Jobs – Jobs in Japan and the US for all sorts of professions, though most require fairly good Japanese language skills. Have job openings e-mailed directly to you. To join this mailing list, fill out the form at <http://www.japanesejobs.com/findjob.html>

Job Dragon, by The Ingenium Group

<http://www.jobdragon.com/> “JobDragon.com is a career information network. Our mission is to become and stay the number one on-line recruiting solution in Japan. To do so we will provide the most complete information on current job openings in Japan, and the most valuable resources for individuals who would like to improve their careers.



Use job titles, key words, and locations.

Allows you to search over 60,000 job sites at once.

ConfigERP is a job site for ERP and IT professionals serving clients in Japan and 93 other countries.



Jobba.net

ジョバ — 日本語を生かして世界で活躍したい人のための求人サイト - **Jobs for Japanese speakers world-wide.**

This service is new to the IUJ community, and has a wealth of job listings in Japan or those overseas requiring Japanese, from Accounting to Legal to Transportation and Logistics, and more.

Tokyo Employment Service Center
for Foreigners



Support for Foreigners job hunting in Japan http://www.tfemploy.go.jp/index_en.html

www.bilingual-jobs.com This is a special spot for those truly bi-lingual in Japanese, Spanish, Chinese, Italian etc. etc. and ENGLISH to get job opening info, leads and networking advice.



IRm, InterCareer Net, and/or InterCareer Net Japan.

<http://www.intercareer.com/japan> ICN-J provide information on a variety of job opportunities with prestigious corporations. By registering with ICN-J, you make it possible for multinational employers to send email notification directly to you when your skills match their opening positions.



www.intercareer.com/japan/

Kansai Flea Market has a lot of job listings with many outside of Tokyo



www.gaijinpot.com (Business and Finance jobs, English teaching jobs, various headhunting jobs, and more. Many positions don't require Japanese (at last check). Living guides)



[Jaboon](#) is for foreigners with good J. language skills and wanting to get better (though you can use Google Translate services, and registration support in English is available) who want to work in Japan, and probably for Japanese companies. It is not a typical job site in that it is also a *social networking*, tips for Japanese interviewing and Japanese business culture, info sharing, etc. site. Gretchen is just learning about it (as of June 2009)



日本最強の転職データベース

This site is all in Japanese, and offers a wealth of information on positions with Japanese companies from pharmaceuticals to HR Consulting, and far beyond. Foreigners who can follow the Japanese find this site rewarding, and of course Japanese nationals should find quality master's level work chances here!



This site has some interesting opportunities in IT areas that need just Japanese conversational level. This is a relatively new site (as of Fall 2008)

Opportunities within the Business world – especially for searches outside of Japan

[MBAExchange.com](#)



IUJ entered a new relationship in early 2007 with this service for our business focused students and alumni. You need NOT be in the MBA program to use this, but should be looking for a career in the business fields. If you are not registered, see or contact Gretchen.



[GlobalJinzai](#) is a Japan-India business relations job bank, with RIREKISHO services, job listings, etc.

AsiaNet www.asia-net.com

Get e-mails sent directly to you for jobs in Asia for multilinguals



has listings for SE Asia, plus India and Bangladesh, Japan, Hongkong



Job hunting in Hong Kong?? http://www.jobsdb.com/HK/EN/	Singapore?? http://www.jobsdb.com/Singapore/
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Singapore: Check out this site for Finance/investment related

<http://jobscentral.com.sg/pubsearchjobs.php?cat=15>

For IT Development jobs

<http://jobscentral.com.sg/pubsearchjobs.php?cat=21>

Marketing and Business Development

<http://jobscentral.com.sg/pubsearchjobs.php?cat=26>



Recommended Links from the LinkedIn Community

Japan: <http://www.japanjobs.jp>

Japan in Japanese www.shigotopedia.com

India: <http://www.jobseek.in>

China: <http://www.mychinacareer.com>

Australia: <http://www.jobmarket.com.au>

Singapore: <http://www.careerinsingapore.com>

Hong Kong: <http://www.jobsearch.hk>

Philippines: <http://www.philippinesjobs.ph>

Korea: <http://www.careerskorea.com>



is a leading site for employment throughout India.

HUGE job bank for mainly [USA job](#) hunting at



Good site for those with an interest in working for US companies, or in the US for Japanese companies, or using Japanese in the workplace. They have temporary staffing situations, act as a headhunter to help you get introduced to Japanese companies in the USA.



IUJ is the first school in Asia to partner up with this **Pan-European job** and academic program online guide and matching service [EntryPark.com](http://www.entrypark.com). We partnered with EntryPark in April 2008. Register today if you are internship or job hunting in Europe, or considering a second masters or PhD with a European school. And check out IUJ's profile in the

SCHOOL Directory!



<http://www.monster.com/>



A well-used resource for job hunting world wide. Japan is likely NOT on their listing for AsiaPacific, but choose Japan from the drop down list to find a lot of opportunities here. Other countries, world-wide, are listed and active. Hong Kong is at monster.com.hk

Ask Gretchen to invite you to join Doorstag – an online Job person to person introductions to jobs. (<http://www.doostang.com/home>)

Link up with Gretchen on LinkedIn and join the IUJ Alumni Group now.

[Advice for those from India by a successful Business networker in Tokyo](#)

- Join www.japanindians.com

- Register on www.jiffy.jp (actually, this is for any English speaker in Japan, and I guess a lot of people from India use it)
- Sign up for the Yahoo Groups ICE_INDIANS

For Specific Career paths in Business, use these sites:

[Financial Jobs](#) in Japan and other key cities

eFINANCIALCAREERS.HK Find MANY finance-related job listings in Hong Kong, Singapore, Japan. More in Europe and the US (just use the “change country” function). Excellent listing with junior, mid and senior positions throughout firms. Many are through headhunters though!

List of **mutual fund management companies** (both foreign and Japanese) in Japan. Mutual fund management industry is a middle-risk middle-return industry and more stable than IB industry. <http://www.toushin.or.jp/english/member1.html>

[CSR Jobs](#) in N. American and some in Asia



Business for Social Responsibility

Opportunities in UN, International Organizations, Academics, Research, NGOs, INGOs

[Internships within the UN System](#). Not everything is listed here, but it is a really good list to start with.



International Career Employment Weekly. Over 500 jobs listed and updated daily on their website at: <http://www.internationaljobs.org> You can become a member at low student rates, and/or view the weekly Hot Jobs for free. They also have an Internship Listing you can purchase for about 30 USD, with additional copies cheaper. Ask Career Counseling and Service if interested in getting this.

Development related Jobs and Resources. A Gateway to Development and Environmental Jobs. NEW in 2002 and fast growing with over 19,000 subscribers for you to network with! Webpage postings and email updates <http://www.DevNetJobs.org>

DEVJOBS

Register with UN-OCHA site: **ReliefWeb** for humanitarian focused jobs, including internships WITH this organization (alumni recommended) www.reliefweb.int This also has links to other UN-OCHA sites that may be useful.



WORLD
Environmental Organization™
www.World.Org™

Here is another outstanding site for those looking for [Development work!](#) lists the top 100 environmental websites and many have job listings.

CSR/Environmental jobs

<http://www.acre-resources.co.uk/jobsmain.php>



www.Career.edu – is a nonprofit job board organized specifically for international academic community. Search for the country you wish to work in.



HUGE list of NPOs in Japan (mostly in Japanese)

Development Consulting Firms in Japan –



This is an association with a long list of members and links to the member homepages. Contact names are noted as well.



HUGE list of NGOs and development [organizations in](#)

[Nepal](#).

For other countries try a GOOGLE search of COUNTRYNAME development organizations.

Development Organizations in the region . . . Start here

directory of development organizations

resource guide to development organizations and the internet

[JICA job introductions and Human Resources](#)

[coordination page](#). Mostly for Japanese nationals, and/or those interested in various development/aid-related work.

Visit their PARTNER homepage and register for email

updates, and much more. <http://partner.jica.go.jp/>

発信元: PARTNER 独立行政法人 国際協力機構 国際協力人材センター <http://partner.jica.go.jp/>



Additional Resources

SELECT Chambers of Commerce in Japan

 American Chamber of Commerce in Japan	 Australian & New Zealand Chamber of Commerce in Japan	 British Chamber of Commerce in Japan
 Canadian Chamber of Commerce in Japan	 Danish Chamber of Commerce in Japan	 Enterprise Ireland
 German Chamber of Commerce in Japan	 German Chamber of Commerce in Japan	 Italian Chamber of Commerce in Japan

<p>Finnish Chamber of Commerce in Japan</p>  <p>Netherlands Chamber of Commerce in Japan</p>	<p>Commerce and Industry in Japan</p>  <p>Swedish Chamber of Commerce and Industry in Japan</p>	<p>in Japan</p>  <p>Delegation of the European Commission in Japan</p>
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Student discounts to FT online are available, with a 2 week free trial period. You can choose a US\$75 yearly subscription, or a business info/research level subscription for 170/year. See www.ft.com

Miscellaneous online resume services, MBA career guides, Salary Guides, etc:

www.mbafreeagents.com

www.mbaglobalnet.com

www.mbajobs.net

www.mbainfo.com (Look Under Jobs & Careers Heading For This Particular Web Site!!)

www.emdsnet.com It has a special section for people doing MBA & who are in early years of career!!

www.mbacareers.com

www.careerengine.com

www.foreignmba.com

www.worktree.com

www.executiveagent.com

www.flipdog.com

www.sbpn.gwu.edu/careercenter/int/job_intl.htm

www.salaryexpert.com - calculate your salary needs and get different country comparisons.

<http://careers.wsj.com/> Wall Street journal info, including salary ranges

Online Registrations for Internships in Japan:

Here is a list of companies and organizations who have Online Internship Registration services in Japan. Please make use of them, if interested. And PLEASE NOTE this is only a very small beginning of what is available through simple [Yahoo](#) and [Google](#) search engines!



Just search for "Internship Japan" or インターンシップ.

[Tsunago](#) is a new (May 2009) Internship site for Japan and beyond

[METI](#) now offers [Internship resources](#) mostly with Japanese companies for short term experiences.



[My Navi](#) has 1 week to 1plus month internships with MANY diverse companies, mostly for YOUNG JAPANESE candidates. You can indicate your interests, timing, etc. The information and registration sheets are in Japanese.



Mainly aimed at those with less experience, and Japanese nationals, [Hyper Campus](#) may be a good lead for any IUJer looking for a short experience with a Japanese firm. This is a new site (June 2009) which Gretchen is exploring.

UN Internships and Volunteerships at

<http://www.campusaccess.com/internships/united-nations.html>

Recruitment Centre for International Organizations, Ministry of Foreign Affairs, Government of Japan, (Mostly serving Japanese nationals 日本人向き)

<http://www.mofa-irc.go.jp> Subscribe yourself to the mailing list for periodical information circulars on vacancies with international organizations run by Japan's Permanent Mission to the United Nations. (Or go directly to: <http://www.mofa-irc.go.jp/mail/mail.htm> .)

外務省 国際機関人事センター

[The American Chamber of Commerce in Japan](#) jobs site, but also some internships (info in English)



KOPRA: German Companies looking for interns in Japan.

<http://www.kopra.org/jp/>

<http://www.do-campus.net/>

<http://www.joyb.co.jp/>

<http://job.gakusei.go.jp/F/F2000200.asp>

<http://www.e-aidem.com/>

<http://www.jins.co.jp/intern/>

<http://www.windom-corp.com/internship/index.html>

<http://www.oohi.net/>

<http://www.interpersonal.jp/>

Headhunters

For a list of “IUJ friendly Headhunters” see the file on CC&S by that same title.