

Guide for IUJ Resume Book 2026

How do I join the IUJ Resume Book?

1. Check if you are eligible. You can join if you are sponsored by:

Mainly: MEXT, Nakayama, KMMF, JERA, AEON, Mitsubishi, Mitsui, JICA-JIEP/ ABE

2. Download the IUJ Resume Format 2026. Use this format to make or update your **1-page resume**.
3. Submit your resume via Google Form. Form link: <https://forms.gle/koCdoX6UD5dRoNwB7>

Class of 2026 (Graduate in June) Deadline: Sunday, August 31st	Class of 2027 & Class of 2026 (Graduate in August) Deadline: Wednesday, October 1st
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4. Check feedback from Career Support and revise your resume until the final version is complete.

What Happens After You Submit?

IUJ will publish a Resume Book in November.

We send this (PDF or paper) to companies interested in IUJ students.

Thanks to this, many students are contacted for interviews.

How to Write Your Resume

Format and Font

- ✓ Use the IUJ resume format only
- ✓ Font: Georgia
- ✓ Size: 11 pt (Name = 16 pt)
- ✓ Keep margin settings
- ✓ Adjust line spacing if needed

Personal Data

- ✓ Dorm (SD1/2/3/MSA): Write room + building number
- ✓ SD4 or Off-campus: Write your current address + zip code
- ✓ Phone in Japan
 - Dorm phone: 025 779 xxxx
 - Mobile phone: 090/ 080/ 070 xxxx xxxx

Resume Summary

Write 2–4 short sentences including:

- Years of experience and job title
- 2–3 big achievements
- 1–2 key skills (related to the job)

Skills & Languages

- ✓ Separate hard skills by type (e.g., programming, data analysis, etc.)
- ✓ Use these levels for languages:
 - Native > Fluent > Advanced > Intermediate > Elementary > Basic
- ✓ If you have Actual test scores (e.g., TOEIC, JLPT), include them
- ✓ List soft skills (like teamwork, communication)

LAST NAME, FIRST NAME Address: SD1-000, 777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7248 Phone: 000 000 0000 Email: xxx@iuj.ac.jp
SUMMARY (Example for Sales Executive) Highly motivated sales executive with 5 years of experience in B2B sales, consistently exceeding sales targets by 30% year-over-year. Recognized for building strong client relationships and successfully closing deals worth over \$2 million. (Example for candidate in Data Science) Motivated data science graduate student skilled in machine learning and statistical analysis. Successfully completed a capstone project analyzing large datasets to improve predictive accuracy by 20%. Seeking to leverage analytical skills and programming expertise in a data-driven role.
SKILLS & LANGUAGES Finance: Analytical thinking, Risk Management, Budgeting and Forecasting Accounting: CPA, CMA Programming languages: Python, Java, C++ Languages: English (Fluent, IELTS Academic 6.0), Japanese (Intermediate, JLPT N2), Hindi (Native)
WORK EXPERIENCE Company Name Tokyo, Japan Position Month 20xx – Month 20xx • (Example) Sales of high-tech components achieving 40% over sales quota, accounting for approximately JP Yen 1.4 million in sales turnover. • Successfully got exclusive contracts with over 40 new customers through aggressive sales techniques and strategic marketing activities. • Awarded company annual achievement prize 4 times (2010, 2012, 2013, 2014). Company Name Tokyo, Japan Position Month 20xx – Month 20xx • (Example) Responsible for all aspects of corporate marketing, researching and planning campaigns, including the actual development of the marketing team. • Conducted market research and marketing in Korea, China and Japan. • Developed an effective strategical sales plan to market new products.
EDUCATION Master of Business Administration (MBA) International University of Japan Niigata, Japan June 2026 (Expected Graduation) • Research topic: • Teaching Assistant for xxxxx program Bachelor of Arts in International Relations University name City, Country Year <- the year when you receive the degree
AWARDS AND HONORS • Scholarship of Japanese Government (MEXT) with Embassy Recommendation, 2024 - 2026 • XXXX

Work & Internship Experience

Write each job/internship like this:

- ✓ Official Company Name, City, Job Title and Working Term (Month Year – Month Year)
- ✓ Write 3–5 bullet points for each:
 - Start with strong action verbs <https://cdn.uconnectlabs.com/wp-content/uploads/sites/33/2016/01/Resume-2.pdf>
 - Start with past verbs for previous experience
 - Show not only your **Tasks**, but also your **Key responsibility** and **Achievements**

Bad Example: **Serve food and drink during weekend shifts**

Good Example: **Drove customer loyalty by delivering high-quality food service and wine pairing suggestions to an average of 100 customers an evening during peak business hours**

Education

- ✓ List your degrees from college/university to IUJ.
 - Official degree name in English
 - Year received
 - University name

Awards and Honors

- ✓ Highlight your academic achievements, scholarships, certifications received from institutions, companies, or organizations.
 - Scholarships (e.g., MEXT, JICA, JASSO, private foundations)
 - Academic or professional awards (e.g., Dean's List, Best Thesis)
 - Merit-based grants, fellowships, or prizes
 - Certificates of excellence, recognition in competitions or contests

Useful Videos & Resources

Title	Main Content	Key Features
How to Write a Resume Summary	Explains how to write a resume summary with 5 strong examples	Beginner-friendly, includes practical examples
English Resume Samples	Provides industry-specific English resume samples	Useful for customization, job-specific formatting
Summary vs Objective	Compares summary and objective sections with examples	Clear comparison, helps you choose the right one
4 Tips to Write a Standout Resume	Offers 4 essential tips for writing an impactful resume	Covers general principles, useful for all fields
Avoid These 8 Mistakes	Shows 8 common resume mistakes and how to fix them	Great for learning what not to do, good checklist

Don't Miss!!

Workshop "How to write an English Resume"

Date Times: October 8th Wednesday

between 18:00–19:30

Organized by IUJ Career Support