

Resume for Mayumi Tanaka

Personal Details

Name: Mayumi Tanaka
Mobile Number: 0411 111 111
Address: 37 Barrack Street, Perth, WA 6000
E-mail sample@gmail.com
Nationality: Japanese
Visa Status: First Working Holiday, Valid until December 2018
DOB: 01-January-1990
Marital Status: Single

Employment History は新しいものが上で古いものが下にくるように記入。職歴が長い場合全てを書く必要はなく、これからやろうと思っている仕事に関連のあるもののみでOK。

Employment History

Employer: Yoshi Takeaway, Perth, Australia
Period: January 2015 – April 2015
Position: Cashier/Waitress/Kitchen hand

Employer: Japan International Co-operation Agency, Tokyo, Japan
Period: April 2012 – June 2014
Position: Sewing and Pattern Making Volunteer Teacher

Education History は高校からの学歴でOK。中卒の場合中学のみ記入。新しいものが一番上にくるよう記入。

Education History

Institution: Sugino University, Dressmaker Academy, Tokyo, Japan
Period: April 2011 – March 2012

Institution: Sugino University, Women's Junior College, Tokyo, Japan
Period: April 2008 – March 2010

Institution: Shirayuri, Women's School, Kumamoto, Japan
Period: April 2005 – March 2008

Other Skills は特にこれから応募する職種に関係のあるものはパートタイム、フルタイム問わず全て記入。

Other Skills

WA's Driver's Licence
Certificate 4 in Spoken & Written English (obtained from TAFE WA, 2015)
First Aid Certificate (obtained from St Johns, 2015)

Personal Referees

Name: John Smith
Company & Position: Japan Consulting, Proprietor
Address: 1st Floor, 37 Barrack Street, Perth, 6000
Phone: 0400 000 000

推薦人の事。通常はオーストラリア国内での前雇用主の許可を得て、その方の名前を記入。新雇用主は Referee に連絡しあなたの以前の仕事振りなどを聞いて採用/不採用を決定します。いない場合は語学学校の先生、利用中のエージェントに頼んでみよう。