

# Sample Resume for New Graduates

お名前

ご住所

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## **OBJECTIVE**

To obtain an entry-level position in the field of marketing that will utilize my educational background and work experience

## **EDUCATION**

### **ABC University**

**New York, NY**

Bachelor of Arts Degree, Expected May 2007 (Expectedは、卒業見込みという意味です。)

Major: Business Administration, Concentration: International Business & Marketing

Grade Point Average (GPA) : 3.5

Scholarships & Honors: College Scholarship 2001-2002 & 2002-2003; Deans List, Spring 02 & 03

### **ABC College**

**Tokyo, Japan**

Associate of Arts Degree in English Literature, March 2005

Extracurricular Activities: Captain, ABC Tennis Club, 1996-1998

## **RELATED COURSEWORK**

Applied Marketing

Global Marketing Seminar

Customer Relationship Management

Direct Marketing

## **WORK EXPERIENCE**

### **ABC COMPANY**

**Tokyo, Japan**

#### ***Part-time Administrative Assistant, Sales Department***

**04/2004 – 03/2005**

- Performed office work, such as handling phones, making documents, and filing
- Assisted sales representatives by inputting customers' data, preparing presentation documents, and conducting research on new trend in the computer industry
- Managed a database system and helped organize sales data

### **ABC School**

**Tokyo, Japan**

#### ***Private Tutor/Instructor***

**04/2002 – 03/2004**

- Taught 5 classes, and designed materials and curriculums for 30 junior high school students
- Monitored each student's progress and provided a private guidance when necessary
- Created a supportive environment for students and encouraged them to achieve their study goals

## **COMPUTER SKILLS**

Proficient in Microsoft Word, Excel, PowerPoint, and the Internet

## **LANGUAGE SKILLS**

Native speaker of Japanese with advanced English skills

## **REFERENCES**

Available upon request