

大学院共通科目 — 01ZZ307

実践英語 Practical English Course

# Resume writing and interview skills



Are you considering applying in English for a job in a Western country, or at a Western company in Japan?

Most people will tell you the job application and interview process is no fun at all. It can be very demanding, tiring, frustrating, and even emotionally painful. But it is a challenge we must face in order to get the good jobs.

The good news is that with planning, preparation and practice, you can reduce the pain and greatly increase your chances of success.

This course covers fundamental skills you will need for a successful job hunt—researching prospective employers, appropriate styles of correspondence, planning and writing persuasive resumes, and preparing for interviews.

**Aug 25, Sept 1**  
**8/25, 9/1**

**9:30~16:30**

**生物農林学系A106**  
**Seibutsu Nourin A Bld.**  
**Room 106**

- This course will be conducted in English.
- For details about course contents contact Matt Wood [mattwood@biol.tsukuba.ac.jp](mailto:mattwood@biol.tsukuba.ac.jp)
- Registration via your graduate school administration office.