



Strategic Consulting Japan G.K.
Level 18 Yebisu Garden Place Tower
4-20-3 Ebisu, Shibuya-ku, Tokyo 150-6018
Phone: +81-50-5532-4773
Email: info@consulting-japan.com
www.consulting-japan.com

Resume Writing

A resume or CV is simply a tool to help win an interview, more importantly it helps professionals visualize their career thus far and focus on their future career path.

Additionally a resume will help you to visualize if you are “on-track” with your career goals. You’ll have a chance to quantify what you’ve done, which will help you visualize what you need to do next to maintain your value in the market.

If you at the beginning of your career update your resume once a year; think with the end in mind (where do I want to be in 5 years), then insure you upgrade your skills accordingly; volunteer for projects, upgrade your skills accordingly, take part in courses or training which will help you achieve your long-term career goals.

Also, if you feel bored, speak with HR or your manager, take on more responsibility and apply internally for roles.

Building a strong career starts today, you can proactively achieve the future you visualize.

When creating your resume, be sure to build it so that it plays to your strengths.

Essential Components

- Name
- Date of Birth (in Japan this is common)
- Home Address
- Phone#
- Personal Email Address
- Education
- Certifications/Qualifications/Publications
- Summary of goals/ambitions (based on your past achievements)
- Career history (reverse chronological order)
- Use bulleted format using active verbs indicating responsibilities and achievements, i.e. developed, increased, created, established...etc.

Since many professionals are finding jobs through online media link LinkedIn, Glassdoor...etc., having a compelling resume is so important to even getting an interview.

We are experienced with creating resumes which reflect a professional's strengths, achievements as well as their goals and ambitions.

Contact Strategic Consulting Japan and we'll help you create a powerful resume!