



基本編：英語RESUMEの書き方

Work in the states

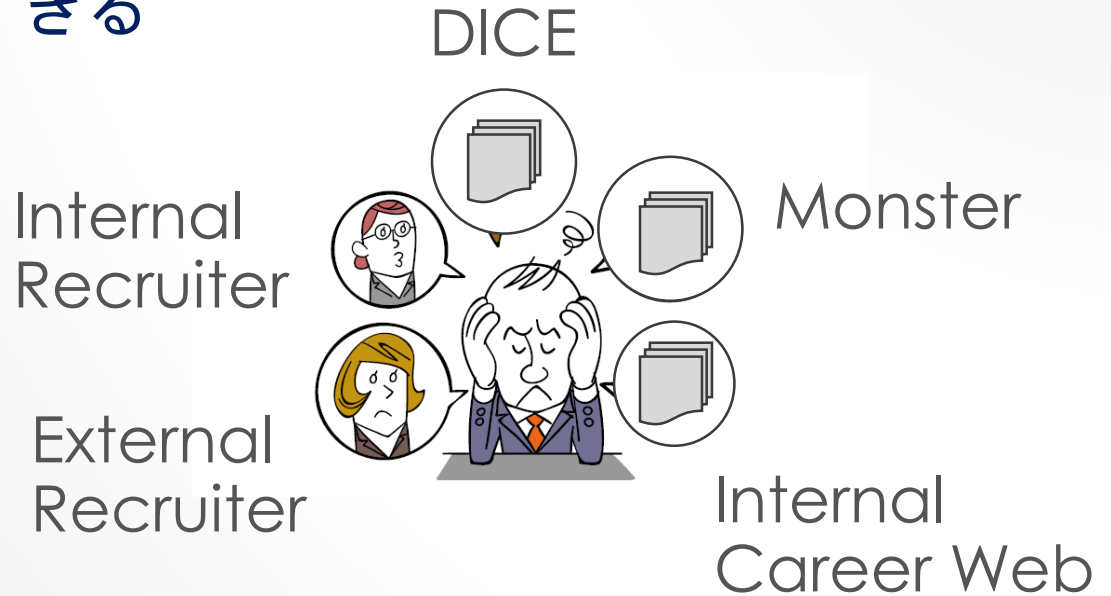
Hiring Manager の実態

1. Resumeの数が多すぎる

2. 時間が無い

3. 早く採用したい

4. Interviewの数を最小限にしたい



しかも、あなたの競争相手は日本人では無い

What Your Resume Should Look Like

5つの「肝心」

1. Pay Attention to Format

見かけが肝心（最初に受けた感覚が重要）

2. Make the Top Count

最初が肝心（Hiring Managerは上3分の1しか読まない）

3. Promote Your Brand

あなた自身が肝心（他の人とどこが違うかを明確に）

4. Emphasize Key Skills

裏付けが肝心（上記を裏付けるスキルはある？）

5. Highlight Performance

経験が肝心（上記を裏付ける経験はしてる？）

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①
見かけ

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②
最初

CAREER OBJECTIVE (インターンシップのみ)

Seeking a challenging internship position in the field of IT Security to utilize my academic skills for organization and individual growth.

PERSONAL SUMMARY 「自分はこの様な人物です」と明記

An enthusiastic fresher with highly motivated and practical leadership skills, eager to learn new technologies and new processes, self-starter and excellent communication skills in written and verbal.

Most experienced IT security expert in the new grads

long time internships in several IT top companies and successfully participated to 5 projects.

WORK & PROJECT EXPERIENCE

Projects

- Increased profit \$5 million amid tough economic pressures.
- Reduced absenteeism 47% and turnover 35% with strategies to recruit, train, and retain high-quality employees.
- Implemented next-generation POS technology.
- Reduced annual purchasing costs 3.5%.

Volunteers

- Launched new safety product in response to regulatory requirements and sold \$2 million in first year.
- Cut operating budget 20% by implementing cost-saving initiatives.
- Received three "Top Sales Producer" awards. Ranked No. 4 out of 214 sales associates nationwide.

③
あなた自身

⑤
経験

SKILLS

C, C++

Java

JavaScript

:

:

④
裏付け

HIGHLIGHTS

Financial responsibility
to \$35 million

Achieved record sales in multiple
markets up to 40% sales growth

Hired and trained more
than 50 employees

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EDUCATION

Bachelor of Computer Science
University of California Berkeley

MS Certificate
Computer Security for Programmer

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