

Taro/Yamada

1234 Robson St, Victoria B.C V5R 1H1

(604)123-4567

e-mail:TaroTokyo2004@yahoo.co.jp

Objective

Counselor as administrative assistant using skills and experience accumulated over 3years.

Work Exprience

April 2005-March 2009: language corporation(Osaka,Japan)

Adress:2-50 Tenmabashi,chu-ou-ku,osaka-city Tel:06-123-4567

Position:Marketing and sales for Japan Market

• conducted marketing and sales,using telephone and e-mail to potential customers who are interested in English

Skill

Computer Skills

Mc soft office Word,Excel,Powerpoint,

Certificate

Step English proficiency Test:2st Grade(2002)

TOEIC(Test of English for International Communication):600

Languages

Japanese-Native tongue

English-Fluent both of spoken and written

Education

Aug,2010-Dec,2010 Victoria International Language

college, ESL level.5

April,2002-March,2004 Shizuoka University,Japan

Major:Economics

Bachelor fo Business Administration

Others/

Volunteer Experience

Provided accurate information about living in japan

Advised international students on living and studying in japan

References available upon request