



NAME First name and surname

DATE OF BIRTH month/day/year

NATIONALITY E.g. Japanese

EDUCATION University Name, Town, Country
Degree and Grade Obtained

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Degree and Grade Obtained

PROFESSIONAL QUALIFICATIONS e.g. MBA, CPA

LANGUAGE SKILLS Language and level (beginner, intermediate, advanced or native) , e.g. English, advanced

SYSTEMS EXPERIENCE Microsoft Word, Microsoft Excel, ERP (SAP, Oracle, Hyperion etc.)

CAREER HISTORY *Beginning with most recent*

Date From – Date To **Company Name**
Including a brief introduction of the company and its business activities

Job title

For further information about this candidate please contact Top Grade Japan K.K.
Phone: +813 3591-2628 or Email: info@TopGradeJapan.com

This candidate has given express authority to be solely represented by Top Grade Japan. The client acknowledges and agrees that the introduction and provision of candidates is subject to Top Grade Japan's Terms & Conditions and that the client will comply with their obligations under the Personal Information Protection Act (Law 57) in respect of such candidates.



Responsibilities Include:

- List in bullet form, which is easier to read and highlights the career exactly.
- Keep in concise and to the point
- Include any projects involved with and any of your achievements

Reason for leaving

Brief explanation of the reason why leaving this company

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