

# RESUME

Name		Nationality			
Residential address					
Date and year of birth		Age (As of Jan. 1, 2010)		M/F	
Contact	Phone:				
	E-mail:				
Affiliation			Post/Position		
Desired post	( ) Associate Professor ( ) Assistant Professor (Check <input checked="" type="checkbox"/> one)				
Planned research facility	Kyoto University			( ) Permission obtained /( ) Desired (Check <input checked="" type="checkbox"/> one)	
Education					
Year	Month	Day			
:	:	:			
:	:	:			
Qualifications/Licenses			Academic Degrees		
Year	Month	Day			Year
:	:	:			:
:	:	:			:
Occupation					
Year	Month	Day			
:	:	:			
:	:	:			
Awards and / or criminal records					
Year	Month	Day			
:	:	:			
:	:	:			
Positions held within and outside Academic Circles					

**List of Academic Achievements (Papers, Books, etc.)**

# Guidelines for Preparing your “Resume” and “List of Academic Achievements”

## 1. Resume

- 1) Use the attached format. If necessary, you may use more than one sheet.
- 2) Fill out your name, nationality, address, date of birth, age, gender, contact information, present affiliation and post/position, desired post, and planned research facility. In the box next to “Age,” fill out your age as of January 1, 2010.
- 3) In the box below “Education,” begin with the high school that you graduated from, and list in chronological order. Be sure to include the name of any college/university that you left without receiving a diploma.
- 4) In the box below “Qualifications/Licenses,” be sure to fill out the license/registration number(s) along with the name of the license/registration.
- 5) In the box below “Academic Degrees,” enter the types of degrees and the names of universities that granted the degrees.
- 6) If you received licenses/degrees in countries other than Japan, please write these in English (and also in the original language if this is not English).
- 7) In the box below “Occupation,” enter your entire occupational career with detailed information, including the name of your post, responsibilities and termination date of each job. If you studied outside your own country, add that information as well.
- 8) In the box below “Awards and / or criminal records,” fill out all related items.
- 9) In the box below “Positions held within and outside Academic Circles,” enter only activities that are related to your own research field(s).

## 2. List of Academic Achievements

- 1) Use the attached format. If necessary, you may use more than one sheet.
- 2) From among the academic papers you have presented, books you have written, industrial properties you hold, and lectures you have given as a guest speaker, select the major ones and list them in reverse chronological order, with the latest first. Assign a serial number to each one for identification. If you wish to include unpublished papers, you may do so as long as they are already accepted for publication.
- 3) In case of academic papers, for instance, fill in the paper’s title, author names, name of journal it has appeared in (whether or not the paper has gone through peer review), the journal’s volume, page numbers (start and end), and year of publication. The order of these items may differ, but you must include all of them.
- 4) If there is more than one author, only fill in the names of a few leading authors; in this case, however, fill in the total number of authors and in what numerical order (third, fifth, etc.) your name appears. Underline your name if it appears.
- 5) As evidence of academic achievements, applicants may submit academic dissertations or other major papers (up to 3 articles), if desired.