



Program Arrangement Package

Let's Get Started!

Thank you for your interest in our hotel internship program. In order to get to know you better, advise you about your visa choices, and to make the best match possible with a host hotel overseas please prepare this document package.

If you have any question please contact Aspire. When all documents are completed, please mail them to Aspire at least 2 months before your desired start date.

Required for all programs:

1. Resume in English (1 or 2 pages. Must be typed) – Please see attached guideline
2. Cover letter in English . – Please see attached guideline
3. 2 passport size photos (head and shoulders) in professional attire. Please smile! We want to show the hotel that you are both professional and friendly.
4. Questionnaire
5. Photocopy of your data and photo pages of your passport.
6. Copy of Diploma, School transcripts, or any other certification you may have such as Wine, Hospitality, Language courses, Computer, etc.
7. Any proof of English ability: TOEIC, TOEFL or other English test.
(If you do not have this please ask the persons writing your reference letters to describe and explain about your English ability in a working environment.)
8. Reference Letters
In Western culture, it is common when applying for a new position to send letters of recommendation with your resume, especially in the hotel industry. These letters are very important for visa purposes and for your future host hotel where you will be doing your internship. These letters can be from a school professor, previous or current employer, supervisor, or manager. These people should be able to write about your working style, position, responsibility, attitude, personality, etc. These letters should be on official company or school letterhead. Please keep in mind if your letter must be translated that you personally cannot translate your own reference letter. Please see the attached example.
9. 1 or more, full body photo in professional attire. Smile!

Questionnaire

Please write or type clearly. If your answers do not fit in the spaces below you may use extra plain white paper.

1. Why do you wish to join the Aspire Hotel Internship Program?

2. What is your future career objective in 5 years?

3. What are your plans or goals immediately after your internship?

4. What are your plans during holidays and “time off” during the internship?

5. Imagine you are in the internship at the hotel. You are asked to set up tables for a banquet but you are unsure about how to do it. What do you do?

6. Imagine you are in the internship in the hotel. You really want to make friends with your co-workers, but most of them are from different countries. Many of them form groups and speak languages other than English and after work you feel nervous joining the group. How do you try to make friends with them?

7. I think my hotel internship program will be :

- Very easy, not difficult Low stress but occasional difficulties Medium stress, frequent difficulties High stress, constant difficulties

8. My stress-tolerance level is:

- Low (cannot handle stress well)
 Medium (can handle an average amount of stress)
 High (can handle large amounts of stress)

9. Work schedule preference: full-time (40 hours or more per week)
 part-time (about 20 works per week)

10. Training plan preference: Rotation type program through various sections



Set position type program for entire period

11. Type of hotel/ location preferences? _____

12. Do you have plans to improve your English/other language skills before the internship? Yes No
If no, why not? _____

Formal language course Private study TV program

13. Do you have a driver's license? Yes No

Have you ever driven a car in another country? Yes No

Do you plan to drive during your internship? Yes No

If "No", how do you plan get around? _____

14. Do you have any medical condition or health problem? Yes No

If "Yes," please specify : _____

Are you able to complete an internship with this medical condition/health problem? Yes No

Do you have any allergies? Yes No _____

Are you taking any special medication(s)? Yes No

If "Yes," please specify : _____

Do you have any health problems or conditions in the past that might reoccur in the internship and thus might make it difficult for you to do the internship? Yes No

If "Yes," please specify : _____

15. Do you smoke? Yes No

If "Yes," please specify how you will handle yourself as to not cause difficulty to your host organization and people: _____

16. Please describe your plan for housing (homestay, shared apartment, single apartment, live-in hotel or dorm, youth hostel, etc.): _____

Do you need advice or assistance arranging the above housing situation? Yes No

17. Please describe your personality (both strong and weak areas): _____

18. Any other issues you wish to specify or make Aspire aware of?

I certify that I have read and understood all the questions in this questionnaire. I promise that the above information and all documentation I have provided to Aspire are honest and accurate to the best of my knowledge. I understand that any false or misleading statement may result in the immediate denial of my application or expulsion from the program. I allow Aspire Internships to investigate and check the veracity of these documents and contact any of the people or organizations mentioned in this or other documents in my application at any time.

Signature

Date

Aspire Programs

海外一流ホテルインターンシップ

ICC 国際交流委員会

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www.aspire-internships.jp

www.iccworld.co.jp

英文レジュメの書き方

レジュメ（欧州では CV-Curriculum Vitae）は日本で就職活動の際に使う履歴書と同じ役目を果たします。企業への申し込みの際に自分の職歴などを雇用主に伝えるツールです。

英文レジュメは日本の履歴書を英訳するだけでは全く効果はありません。規定がないので、個性を活かし、かつ相手に見やすく自分のスキルをアピールできます。

●英文レジュメの特徴

- ・ 履歴書・職務経歴書も兼ねている
- ・ 自由なフォーマット
- ・ タイプ打ち
- ・ 見やすいレイアウト

●英文レジュメのタイプ

1. 年代順タイプ (chronological resume)

年代順タイプは一番よく使われるフォーマットで、職歴のある社会人に適したフォーマットです。職歴を新しい順から記載し、職歴の流れを見せることにより正確に職歴と経験をアピールできます。新卒者など、職歴が短い人にとってアピール性に欠けるフォーマットですが、アルバイト、パート、ボランティア、取得資格など応募要項に適切な職務でレジュメを作成することも可能です。

※サンプル1を参照

2. スキル重視タイプ (functional resume)

年代順タイプで明確に伝えられないスキルをアピールするのに最適です。想像力を活かし、職務より応募要項にあったスキルに焦点を置き作成します。自分のスキルをサマリーなどでダイレクトに伝えます。一般的に職歴が薄い大学生に適したフォーマットです。

※ サンプル2を参照

上記の2つのフォーマットを組み合わせる方法もあります。どちらの方法を使うにしても自分のスキルを一番効果的に伝えることができるフォーマットを利用しましょう。

●英文レジュメを作成する際のポイント

1. スペルミスをしてはいけない

日本人といえども雇用主は英語ができるという前提でレジュメを見ます。スペルミスの有無でこれからビジネス文書を書いて会社を代表できるか評価されるので、ケアレスミスがないように気をつけましょう。

2. 応募要項にあったレジュメにカスタマイズする

採用担当者に自分が応募した職務に最適な人材であることを分かってもらうには、職歴だけではなく応募要項で求められている能力やスキルに合った自分の実績などを選んで記入することが必要です。

3. 相手の立場になってレジュメを読んでみる

自分ではよく考えうまくまとめることができたと思ったセンテンスでも、読み手の立場になって読んだときに訂正が必要だと感じることもあります。相手が何を求めているのか、また自分が伝えたいことを相手に理解してもらえるかを考え、自分だけではなく初対面の人にも自分のことやスキルを分かってもらえるような文面にしましょう。

サンプル 1 (Chronological)

Hanako Ebisu
1F F Nissei Ebisu Bldg., 3-16-3 Higashi Shibuya-ku, Tokyo 150-0011 Japan
Tel/Fax (03) 6434-1315 E-mail: icc@iceworld.co.jp

Objective 研修先名を忘れずに書いてください

To obtain a marketing position using Japanese/English Bilingual skills.

Work Experience アルバイトやボランティア活動も書いてください

Turlington Japan K.K., Tokyo, Japan (September 2004 - January 2008)
Administrative Assistant, Sales Department

- Organized marketing strategies to promote products and services through resellers and Web sites
- Managed over 50 resellers on sales status, customer feedback, and marketing activities
- Designed Web sites as a main tool for sharing information with customers and resellers
- Explored new product ideas, and develop marketing strategies to target a certain niche
- Conducted product demonstrations to introduce new customers to our products

Triple Add Tech Corporation, Tokyo, Japan (June 2002 - August 2004)
Secretary, Administration Department

- Analyzed and determined potential customers 'status by using data and contacting them by phone
- Assisted in database design and data entry for effective use of customer information
- Created weekly reports on current status of potential customers to evaluate marketing efforts

Education 高校以上の学歴を年数が新しい順に書いてください

English Language Learning Center, New York, U.S.A.

Completion Date: June 14 2004

Doshisha Women's College of Liberal Arts, Kyoto, Japan



Degree: Associates in Arts

Graduation Date: March 10, 2004

Skills 資格や特技（部活での成績など）を書いてください

Language: Native Japanese speaker and fluent in English

(English Proficiency Test Eiken Level Pre-1 in 2006, TOEIC 800 in 2008)

Computer: Experienced with Microsoft Office for Windows and Mac OS

References: Provided upon request.

サンプル2 (Functional)

Hanako Ebisu

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Tel/Fax (03) 6434-1315 E-mail: icc@iccworld.co.jp

Objective 研修先名を忘れずに書いてください

To obtain a position in International business that requires communication skills in Japanese and English.

Summary of Qualifications アピールしたい特技や資格などを書いてください。

- Ability to achieve goals resellers and Web sites
- Good computer skills (Word, Excel, and PowerPoint)
- Communication skills with 6 years of customer service experience
- Positive thinking, time conscious, and motivated

Education 高校以上の学歴を年数が新しい順に書いてください

April 2010 – Present ICC University, Tokyo, Japan

Degree Expected in March 2014

Economics, Economic Development Specialization

Work Experience アルバイトやボランティア活動も書いてください

July 2010 – March 2012 KateiKyoshi-Center, Osaka, Japan

- Tutored high school students on English, Japanese and Mathematics
- Planned long and short term study schedules for students' college entrance examination
- Consulted with parents regarding college application process

Summer 2009 Best Hamburger, Osaka, Japan

- Worked as counter worker

Duties include customer relations, meal preparation, cashier, and table and hall clearance.

Volunteer and Activities ボランティア活動や部活経験など

July 2007 – June 2010 Girl Scout Japan

Computer skills パソコンスキルを書いてください

MS Word, MS Excel, MS Access, PowerPoint.

Language: 語学について書いてください

Japanese: Native.

English: Fluency. Scored 720 on the TOEIC (August 2007)

French and Spanish: Basic reading and writing skills.

Activities: その他の活動を書いてください

Member of women's racquet club at Osaka University of Foreign Studies (May1996 - March 2000)

Selected as Treasurer and performed various duties including recording accounting transactions, collecting membership fees, managing cash flow and maintaining a balanced budget (August 1998 to July 1999).

References are available upon request.

●カバレーターのポイント

カバレーターはレジュメ同様、自分を印象づけるツールです。書くポイントに注意して作成しましょう。

1. スペルミスはNG

いくら日本人といえども、研修先企業側は英語ができるという前提で審査を行います。ですので、スペルや文法のミスが多いと悪い印象を与え、せっかくのスキルや業績を見てもらうことができません。

2. 宛名に注意

宛名はもちろん Mr. / Ms. といった敬称を間違えて使うことがないように気を付けましょう。名前だけで性別を判別できない場合は電話で確認しましょう。担当者が分からない場合は、「Dear Sir/Madam」や「Dear Hiring Manager」など一般的なタイトルを使うことも可能です。

3. 分かりやすい構成で一枚にまとめる

カバレーターはA4、またはレターサイズ一枚にまとめ、ポイントをダイレクトに表現することで伝えたいことが読み手にすぐ伝わります。長い複雑な表現は避けたほうが良いでしょう。

●主なカバレーターの構成

1. レジュメの送付目的

第一段落はどの目的でレジュメとカバレーターを送ったかを明確に説明する必要があります。 どの職務に応募しているのかは必ず書きましょう。また興味を持った理由も書きましょう。

2. 具体的な自己PR

レジュメではアピールできない自分の意欲やスキルなどを書き、相手に自分を印象付ける最適の場です。 希望職務に活かせる資格、スキル、経験、実績などを会社側にプラスになる存在だと分かるように書きましょう。

3. 今後のプロセスについて

まず検討してもらえという前提で感謝の意を表し、インタビューを心待ちにしている旨を書きましょう。また、送付から数日後にフォローをすると書いても大丈夫です。

カバレーターサンプル

Hanako Ebisu
1F F-Nissei Ebisu Bldg., 3-16-3 Higashi
Shibuya-ku Tokyo 150-0011
Japan



Dear Mr. Smith,

↓ 本文

I am writing to apply for the marketing manager position at **AAA Company**. I have read the job description posted for this position, and I believe that I have the marketing skills, and that I have a great deal to offer the company.

My past experiences as well as my skills qualify me for this position.

- Leadership and communication skills. I have been president of the Marketing Club and have developed and motivated teams to achieve the club's goals.
- Organizational skills. I have experiences in working fast paced working environment, and I am able to adopt to manage multiple tasks.
- Extensive knowledge of Microsoft Office including Word, Excel, Access, PowerPoint, Publisher and FrontPage.

I believe that I would be an asset to your company. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I would like an opportunity to explore what are apparently areas of mutual interest, and possibly set a schedule for an interview. Thank you for your consideration, and I am looking forward to hearing from you.

Sincerely,

Hanako Ebisu