

## Working Women

The  
April  
2023  
Issue

What is in  
this issue:

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Hunting

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Example  
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Job Hunting tips from  
a Keika alumni!

@Shukatsu\_jyoshi



#就活女子

Let's meet these young working women! They are in types of jobs that need more girl power!

### Women in Athletics



Name: Helen (22)

Relationship: Sheila's youngest sister

Language(s): English

Job Title: Aquatics Recruiter, Trainer & Manager

Job Description: I manage two pools every day and direct 80 lifeguards. I am part of a team that chooses and trains 2,000 lifeguards every year!

Motto: 'If you want something, make it happen.'

Advice to Keika Girls: 'You can do more than you think. Have a dream & goals so high that everyone thinks it's crazy. Then, put it into smaller pieces & tell yourself 'just one more.' Trust the process & be proud every step of the way because where you are now is what you once wanted. Never settle but be thankful. Life is good & chances are everywhere!'



### Women in Office Work



Name: Nene (26)

Relationship: Erin's childhood friend

Language(s): Japanese & English

Job Title: Translation Project Coordinator

Job Description: I receive English texts which need to be translated into 15+ different languages. My job is to communicate with linguists around the world and ask them to translate our projects! (By the way, I translated the bonus Japanese resume!)

Motto: 'Life comes in waves!' 🕶️

Advice to Keika Girls: 'I hope you girls are enjoying Keika school life! My advice is to take lots of photos! I am now 26 years old, and I really enjoy looking at photos from when I was in school. 😊 The photos remind me of all the good memories I made with friends... like Erin!'



## Women in STEM

(Science, Technology, Engineering, Math)

**Name:** Sofia (27)



**Relationship:** Sheila's childhood friend

**Language(s):** English

**Job Title:** Engineering Manager



**Job Description:** I give **engineering** support for **construction** of new hotels or changing buildings into hotels around the world. I focus on finding the **balance** between **sustainable** design and **cost**.

**Motto:** 'Everything works on paper!'

**Advice to Keika Girls:** 'Be confident in your knowledge and don't be afraid to ask questions.'

## Women in Art

**Name:** Lexi (28)



**Relationship:** Sheila's high school friend

**Language(s):** English

**Job Title:** Senior Multimedia Designer



**Job Description:** I make online health **education** content for grades K-12 (小学~高校). I design and create a big variety of materials, like videos, **illustrations**, and full-length lessons on topics like **mental health**.

**Motto:** 'A little creativity goes a long way!'

**Advice to Keika Girls:** 'You're your own worst critic. Be kind to yourself, not just to other people.'



Did you know I worked at McDonald's Australia for 8 years in high school & university?

-Erin (25)

XOXO,  
Sheila



I'm Sheila's other sister! I have been working at Starbucks U.S.A. for 8 years. I study at college to become a **counselor** too!

-Maddie (26)

## Job Hunting Differences!

### When to apply- Japan

Job hunting season in Japan is around February to April. This matches the Japanese school system- where school and University students graduate in March. The goal is to graduate in March, and start your new job in April. Students work hard in their last **semester** of university. They must search for jobs while also going to their classes.



There isn't a **specific** job hunting season in Australia. Many universities have 3 terms a year, so students can start in March, July, or November. That means our graduation ceremonies are also in those months. However, some degrees are longer than others, and some people do special courses to finish quicker. So there are new people joining the **workforce** all throughout the year. Also, people can start new careers at any age. Even though many **new hires** are University graduates, older hires are quite common as well.

### When to apply- Australia

### How to apply- Japan

You might start your job hunting by going to a job fair for companies in your field of study. Next, it's a good idea to do your own **research** into companies that were interesting. When it's time to apply, there are many steps! Submitting your entry paper and **resume**, doing **aptitude** tests, **personality** tests, or written tests, going to **multiple** interviews, and filling out **paperwork**.



We have job fairs in Australia, but applying for jobs online is more common. If you're interested in a company but they are not hiring at the moment, you can still introduce yourself to them. You can give them a resume so they will remember you when they are looking for new people. Making **connections** like this is very important for job hunting. We say that 'It's not what you know, but who you know.'

### How to apply- Australia

### What to wear- Japan

It is very easy to spot a Japanese job hunter! They all wear a black suit, with a white shirt underneath. If they carry a bag, it should be a black **briefcase**. Men should wear a plain tie, usually black. Women should wear skin-coloured stockings, plain make-up, and low heels. The most important thing is to look **professional**, and not **stand out**.



### What to wear- Australia

We wear different clothes for different jobs. If you are applying for a **manager** level job, or an important job like a **lawyer**, you should wear a suit. But for many jobs, **business casual** is also a great choice. Business casual colours are usually black, white, grey, beige, and navy blue. But it can be nice to wear this with one fun colour to help you stand out.





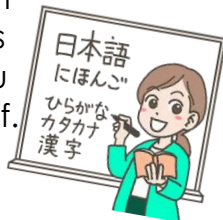
## My job hunting experience



I started University in March 2015, and graduated in November 2017. Instead of looking for a job, I stayed at university to do a **master's degree**. I learned to teach high school English & Japanese. I started in March 2018 & graduated in July 2019. My course finished a little early, so I got my teaching **license** early too. I actually worked as a teacher a few times before my graduation ceremony!



I started looking for jobs around June 2019. I chose 3 schools that taught Japanese and gave them my resume. They weren't hiring new teachers yet, so I said I was happy to start as a **substitute** teacher. This is when you are hired to work just one day to fill in for a teacher who takes the day off.

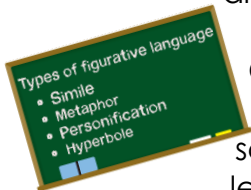


Over the next few months, 2 of these schools called me, and I came in every now and then when a teacher was sick. There were also 2 other schools that called me to substitute teach, and I usually went to them at least once a week. One of the schools knew me because they found my name on a teacher **database** for my area. The other remembered me from university. I did some of my **teaching practice** there!

Next, I did **long-term** substitute teaching at 3 different schools. This is when a teacher is going to be away for a long time, and someone is hired to teach their classes for a few weeks. One of the jobs was at a **primary school**, which was new for me! They were the only Australian school who wanted to do a **job interview**. I wore a black skirt & a grey blouse. It was a **relaxed** interview with the principal and the teacher I was replacing. It was about 30 minutes, & they called me a few hours later to say I got the job.

In 2020, I worked as a proper **full-time** teacher for the first time. Australian schools are split into 4 terms. I worked for one school for all of **term** 1. It was actually my high school from when I was a student! When my time there ended, my boss recommended me to the head of English at a different school. I worked there for term 2, 3, and most of 4.

My next job was here at Keika! I applied to the JET Programme, which sends people from all over the world to teach English in Japan. I sent in an **application** that had lots of paperwork, an **essay**, and references from other teachers. My job interview was at the Japanese **consulate** in my area. It was very serious! I wore a white shirt, a black suit jacket, and a grey check skirt. I got my interview **results** about 2 months later. Before coming to Japan I did a **health check**, and even more paperwork. There were some delays because of covid, but I finally came to Japan in November 2020. I had to say goodbye to my students back home a little before the end of the school year so that I could come here. Now I'm having fun every day here at Keika Girl's! I hope you all enjoy my classes too.



## Bonus Page! Example English Resume

# ANNE CROSS

1 Riverside Drive, Momojima  
P: 0123456789  
E: annecross@acmail.com  
Work contact: annecrossdesign@hhp.com

### SUMMARY

I believe the biggest advantage I bring to the table for any position is my eagerness to lead. As I moved to different communities throughout my life -gaining new experiences- I have always found myself quickly assimilating and sitting in a leadership position.

I love meeting new people and learning their stories. This then helps me make important changes in these communities that improve people's daily lives. I can't wait to get to know you too!

### PROFESSIONAL DEVELOPMENT

#### 2013 - 2020

Trained to brew coffee by Brewster Pigeon  
Attended home decorating lectures from the Happy Home Academy  
Met with other Town Mayors at Happy Home Showcase events

#### 2021 - 2023

Workshops on DIY, construction and terraforming, and city planning.  
Multi-week training at Paradise Planning.

### QUALIFICATIONS / AWARDS

#### Bachelor of Arts

New Leaf University  
Communication Major, Design Minor  
Year awarded: 2012

#### Various construction permits

Obtained permits to build residential and commercial buildings, stairs, bridges, pathways, rivers, and fencing.  
Year awarded: 2020 & 2021

**Specialist Skills**  
Public Speaking  
Strong Leadership  
Public Relations & Diplomacy

### PREVIOUS EMPLOYMENT

#### Vacation Home Designer

Breakout Designer, Paradise Planning.  
November 2021- Present

#### Roles & Responsibilities

- Follow client briefings to design home interiors & exteriors.
- Conduct marketing resulting in many new customers.
- Design facilities including a school, café, hospital, & more.

#### Resident Representative

Leadership role, Island Getaway community program  
March 2020 - Present

#### Roles and Responsibilities

- Liaise between community members and island owner.
- Conduct city planning of houses, roads, and various facilities.
- Cultivate and maintain community gardens.

#### Mayor

Town Mayor, Magnolia  
June 2013 - March 2020

#### Roles and Responsibilities

- Enacted ordinances to stimulate local economy.
- Liaised with businesses to open local franchises.
- Approved & funded public works projects to beautify the town.

#### Barista

Part-time Barista, The Roost  
December 2013 - March 2020

#### Roles and Responsibilities

- Remembered many regular customers' orders.
- Recommended custom drinks to fit customer preferences.
- Safe handling of food and beverages.

### REFERENCES

#### Tom Nook

CEO  
Nook Inc  
E: Nookcorporate@nookinc.com

Tom Nook manages the Momojima community. He ran a department store in Magnolia when I was mayor, & served as a helpful advisor to me. I moved with him to Momojima to assist his business as a resident representative.

#### Lottie Otto

Business Owner  
Paradise Planning  
E: LottieO@hhp.com


Lottie Otto is the owner of Paradise Planning where I work as a freelance home designer. I worked as a designer at the Happy Home Academy from 2019-2020 with her before she created her own business.



## Bonus Page! Example Japanese Resume

### 履歴書

2023年 3月 17日 現在

フリガナ アン クロス	
氏名 Anne Cross	
1992年 3月 20日生 (満 歳)	性別 女
フリガナ 1 カワギシドオリ、モモジマ	電話 0123456789
現住所 〒110-1000 1 河岸通り, 桃島	メール ANNECROSS@ACMAIL.COM
フリガナ	電話
連絡先 〒 (現住所以外に連絡を希望する場合のみ記入)	メール
方	

年	月	学歴・職歴 (各別にまとめて書く)
学歴		
2009	4	桃島県新葉大学 コミュニケーション学科 入学
2012	3	桃島県新葉大学 コミュニケーション学科 卒業
職歴		
2013	12	ザ、ロースト株式会社 入社
		バリスタとして、コーヒーやカスタムドリンクをお客様に提供した
2020	3	一身上の都合により退職
2013	6	木蓮市市長に選出され 入社
		市を良くするため、新しい店の発展や公共エリアを綺麗にする活動を行った
2020	3	一身上の都合により退職
2021	11	パラダイスプランニング株式会社 入社
		デザイナーとして家の内外装デザイン、学校やカフェ、病院などのデザインを作成
現在に至る		

年	月	学歴・職歴 (各別にまとめて書く)
2020	03	桃島島民表 入社
		都市計画行って、島の皆さんが分かり合うための人々と CEO との交流

年	月	免許・資格
2020	3	ハトの巣でマスターにバリスタの研修を卒業
2023	1	DIY, 工事、テラフォーミングのワークショップ 合格

志望の動機、自己PRなど 私の一番の長所はリーダーとしての意気込みです。私はリーダーシップの経験が長いので、うまくこなせると感じます。 新しい出会いが好きです。話していくうちにこのコミュニティでどうい変化を市民は求めているのか気づかされます。私もあなたのことを早く知りたいです！	通勤時間	約 時間 分
	扶養家族(配偶者を除く)	0人
	配偶者	有・無
	配偶者の扶養義務	有・無

本人希望記入欄 (特に給料、職種、勤務時間、勤務地、その他についての希望などがあれば記入)