

AKANE YASUFUKU

1-4-2-4-000 XXXXXXXX-dori

(090) xxxx-xxxx

XXXXXX-cho Akashi-city Hyogo 674-0000

xxxx-xxxxx@hotmail.co.jp

----- OBJECTIVE -----

To acquire the post of a trading company employee utilizing language skills

----- EDUCATION -----

Kobe City University of Foreign Studies, Kobe, Japan 2008-2013 (expected graduation)

- Major: English, Minor: International business
- Studying international business and relationships under professor Nakamura
- **International Business Communication:** Learning not only useful expressions in writing and conversation but also manner, style, and practical skills in professional networking and communication to improve professional and practical English skills
- **International Commerce, Finance:** An introductory course of the study on trade (import and export) practice
- **Business English:** An Introductory course to the study of important formula of business letters on trade (import and export) practice
- **International Trade Law:** Learned the most important aspects of international trade law, which include international sale of goods, international carriage by sea, and marine insurance.

Medicine Hat College, ESL course, Medicine Hat, AB, Canada 2010, 5-2010, 12

- Studied English in depth at ESL class for eight months
- Learned about micro economics and marketing as a regular student for four months: A business simulation to sell MP3

Akashi Josai High School, Akashi, Japan 2005-2008

- Course: English and global relationships
- Learned how to do presentation utilizing English: suggestions to travel, reports about foreign countries

----- EXPERIENCE -----

INTERN, Grouse Inn, Vancouver, B.C., Canada 2010, 12-2011, 2

- Worked as an intern at the front desk: took reservations, Checked guests in and checked them out
- Public relationship

----- LANGUAGE SKILLS/COMPUTER SKILLS -----

Japanese (Native), English (Fluent) / Micro soft Word, Excel, Power Point

AKANE YASUFUKU

Room xxxx, 1-1-1 XXXXX-dori
XXXXX-cho, Akashi, Hyogo 674-0000 Japan

(090) XXXX-XXXX
XXXX-XXXX@hotmail.co.jp

----- OBJECTIVE -----

To acquire a position at a trading company utilizing my English language skills

----- EDUCATION -----

Kobe City University of Foreign Studies, Kobe, Japan

B.A. in English Studies (expected in March 2013)

- Minor: International Business
- Seminar: International Business and International Relations

Medicine Hat College, Medicine Hat, AB, Canada

May-December 2010

English as a Second Language Program

- Regular Courses: Microeconomics and Marketing

----- RELEVANT COURSEWORK -----

International Business Communication: Professional and practical English communication skills in international business settings

International Commerce & Finance: An introductory course on international trading business affairs

Business English: An Introductory course on English writing in international trading business affairs

International Trade Law: International sale of goods, international carriage by sea, and marine insurance

----- PROFESSIONAL EXPERIENCE -----

INTERN, Grouse Inn, Vancouver, B.C., Canada

December 2010-February 2011

- Assisted front desk for taking reservations and for welcoming guests

----- LANGUAGE & COMPUTER SKILLS -----

Japanese (Native), English (Fluent) / Microsoft Word, Excel, Power Point