



# AJET PROFESSIONAL DEVELOPMENT GUIDE

Ashley Ariel Kane  
Director of Professional and  
Educational Development  
2016-2018



AND EIGHTEEN

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WEEKLY PLANNER

DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

WEEKEND MEETINGS & RECAPS

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# INTRODUCTION TO GUIDE

*"Don't count the days, make the days count"*  
-Muhammad Ali

No matter what prefecture you landed in, you didn't leave your interests, passions and activities behind in your home country. Whether you are a CIR, ALT or SEA, you are likely not single-mindedly passionate about your work and are looking for other forms of fulfillment or enrichment. Hopefully you already know that regardless of where you are in the world, being active and pursuing your interests can be both personally and professionally fulfilling. If you want to volunteer, learn Japanese, gain a new skill, get a master's degree, or whatever else you can envision, there are ways to do it on the JET Programme. As a result, improving your present while preparing for your future!

Included in this guide are a number of resources to support your interests and help you make the most of your time on JET. Hopefully you will discover avenues to explore and opportunities to expand engagement within your community and your educational spheres. At the very least, I hope this will spark some motivation or inspiration to continue pursuing your goals!

As the Japanese saying goes, 会うは別れの始め: we meet, only to part. Regardless of why you came and whether you eventually choose to leave Japan or stay, preparing for your life after JET must necessarily start before you have even decided to leave the JET Programme. Hence, we've also included post-JET life resources to consider, including how to get back into the job market or continue your education all while still in Japan. In the words of the late Ralph Waldo Emerson, "the future belongs to those who prepare for it."

With much gratitude to the numerous contributors, former and current JET participants and their supporters, it is my pleasure to share this guide of resources on topics as wide and varied as all of you are! Take advantage of the insights provided by your peers, and good luck with your professional and personal development while on JET!



Ashley Ariel Kane  
Director of Professional and Educational Development, 2016-18  
Association for Japan Exchange and Teaching

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# WHILE STILL



# ON JET



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# PROFESSIONAL DEVELOPMENT GROUPS

Joe Moore  
Saga, 2010-2013

One of the best assets of JET is the ability to leverage your free time to help position yourself for a good job when returning from the program. Any opportunity to learn and grow your skill set is beneficial to the JET participant in the long-term.

## **Professional Development for JETs FB group:**

Maintained by the Director of Professional and Educational Development and the Social Media Director, this is a group in which useful reminders are posted for current JETs and other professionals in Japan. This also serves as a forum to ask questions, search for resources or network with other JETs and professionals seeking to grow their networks. Request access to the group [here](#).

## **JETAA:**

*"The way of the world is meeting people  
through other people."  
- Robert Kerrigan*

Sara-Jane Seery  
Director of Alumni Relations  
2017-2018

The Japan Exchange and Teaching Program Alumni Association (JETAA) is a supportive network which serves to maintain the bonds of friendship developed between JET Programme participants. JETAA Chapters provide an opportunity to expand your network and connect with alumni, whom are operating as professionals in a variety of fields and interests around the world. Join your [local JETAA Chapter](#) for networking, career and volunteer opportunities in your local area.



# local JETAA Chapters

## Africa

SA 1 / South Africa

## Ireland

IJETAA

## South America

BRA / Brazil

## Asia

(CHI / China)

JETAA India

JETAA Japan

JP 1 / Eastern Japan

JP 2 / Western Japan

JP 3 / Tokyo

SIN / Singapore

## Oceania

JETAA Oceania

AU 1 / New South Wales

AU 2 & 3 / Victoria/Tasmania/South Australia

AU 4 / Western Australia

AU 5 / Canberra

AU 6 / Queensland

JETAA New Zealand

NZ 1 / Wellington

NZ 2 / Auckland

NZ 3 / South Island

## Caribbean

JAM / Jamaica

Trinidad & Tobago

## Europe

FRA / France

GER / Germany

RUS / Russia (inactive)

## United Kingdom

JETAA UK

UK 1 / London

UK 2 / Midlands

UK 3 / Northwest

SC / Scotland

## North America

JETAA Canada

CN 1 / Ottawa

CN 2 / Toronto

CN 3 / Quebec/Atlantique

CN 4 / Manitoba/

Saskatchewan

CN 5 / Northern Alberta

CN 6 British Columbia &

Yukon

CN 7 / Southern Alberta

JETAA USA

US 1 / Washington DC

US 2 / New York

US 3 / New England

US 4 / Southeast

US 5 / Midsouth

US 6 / Florida

US 7 / Chicago

US 8 / Heartland

US 9 / Texoma

US 10 / Rocky Mountain

US 11 / Pacific Northwest

US 12 / Portland

US 13 / Northern California

US 14 / Southern California

US 15 / Hawaii

US 17 / Great Lakes

US 18 / Minnesota

US 19 / Music City

# LinkedIn JETAA Groups by Professional Interests:

[JET wit](#)

[JET Alum Okane](#)

[JET Alumni in Higher Education](#)

[JET Alum International Education &](#)

[Exchange Careers](#)

[JET Alum Academics](#)

[JET Alumni Writers](#)

[JET Alumni Marketing & Sales](#)

[JET Alumni Performers & Friends](#)

[JET Alumni Travel & Tourism](#)

[JET Alumni Translators & Interpreters](#)

[JETAA Education Professionals](#)

[JET Alums working in TESOL](#)

[JET Alumni Policy & Government](#)

[LinkedIn Group](#)

[JET Alumni Non-Profit](#)

[JETAA Law](#)

[JETAA Law](#)

[JET Alumni Restructuring & Bankruptcy Group](#)

[Student Services \(Google group\)](#)

[JETAA Ongaku Connection](#)

[JET Alum MBAs](#)

[JET Alum Creative Types](#)

[JET Alum Media Professionals](#)

[JET Alum IT/Tech/Science](#)

# LinkedIn Groups connecting JETs and JET Alumni, based on prefecture:

[Aichi JET Alumni](#)

[Akita JET Alumni](#)

[Aomori JET Alumni](#)

[Chiba JET Alumni](#)

[Ehime JET Alumni](#)

[Fukui JET Alumni](#)

[Fukuoka JET Alumni](#)

[Fukushima JET Alumni](#)

[Gifu JET Alumni](#)

[Gunma JET Alumni](#)

[Hiroshima JET Alumni](#)

[Hokkaido JET Alumni](#)

[Hyogo JET Alumni](#)

[Ibaraki JET Alumni](#)

[Ishikawa JET Alumni](#)

[Iwate JET Alumni](#)

[Kagawa JET Alumni](#)

[Kagoshima JET Alumni](#)

[Kanagawa JET Alumni](#)

[Kobe JET Alumni](#)

[Kochi JET Alumni](#)

[Kumamoto JET Alumni](#)

[Kyoto JET Alumni](#)

[Mie JET Alumni](#)

[Miyagi JET Alumni](#)

[Miyazaki JET Alumni](#)

[Nagano JET Alumni](#)

[Nagasaki JET Alumni](#)

[Nara JET Alumni](#)

[Niigata JET Alumni](#)

[Oita JET Alumni](#)

[Okayama JET Alumni](#)

[Okinawa JET Alumni](#)

[Osaka JET Alumni](#)

[Saga JET Alumni](#)

[Saitama JET Alumni](#)

[Shiga JET Alumni](#)

[Shimane JET Alumni](#)

[Shizuoka JET Alumni](#)

[Tochigi JET Alumni](#)

[Tokushima JET Alumni](#)

[Tokyo JET Alumni](#)

[Tottori JET Alumni](#)

[Toyama JET Alumni](#)

[Wakayama JET Alumni](#)

[Yamagata JET Alumni](#)

[Yamaguchi JET Alumni](#)

[Yamanashi JET Alumni](#)

# AJET - Gazette

Lillian Hart

Director of Public Relations  
2016-2018

The Gazette is a quarterly newsletter filled with discounts, opportunities, announcements from our partners, updates from our block representatives, information about events around the country and more. Often times, programs specifically targeting professional development, such as online school-related discounts, information on ALT materials, opportunities to help with volunteering and translating, and things of the like are featured in the Gazette. We hope to give you resources to not only thrive at your placement during your time on the JET Programme, but to prepare yourself professionally for what is after JET. By checking out what the Gazette has to offer, you can stay up-to-date on what is going on around the country and never miss a promotion specifically made for you, a JET participant.

Sign-up here to receive the AJET Gazette in your inbox quarterly:  
<https://ajet.net/follow-us/>



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## Japan Association for Language Teaching (JALT)

The Japan Association for Language Teaching (JALT) is a nonprofit organisation dedicated to the improvement of language teaching and learning. JALT promotes excellence in language learning, teaching, and research by providing opportunities for those involved in language education to meet, share, and collaborate. They have nearly 3,000 members in and affiliates across Japan, as well as members abroad. Over 1200 JALT members belong to one or more Special Interest Groups (SIGs).

Through the AJET and JALT relationship JET Programme participants have the unique opportunity to not only attend but also present at conferences, providing both professional development and networking opportunities. Events are held nationwide for various chapters and can be found on their website, or by subscribing to the social media of the group you are specifically interested in.


In addition, to fulfill our Memorandum of Agreement/Understanding between the two organizations, JALT has given access to recent publications via this site: <http://jalt-publications.org/tlt/recent>.

You can see the TLT archives via this site:  
<http://jalt-publications.org/tlt/archive>

You can see the JALT Journal archives via this site:  
<http://jalt-publications.org/jj/archive>

For the required password, please contact the Director of Professional and Educational Development with an email titled "JALT Publications Access Request" and your JET ID number, full name and prefectural placement in the contents.

### Comments from JET Alumni regarding JALT experience



Joe Mecha  
Nagano, 2010-2015,  
Niigata, 2003-2005

I became an active member of JALT while in Nagano. I benefited by working to improve my knowledge of teaching, collaborate with university-level teachers, and contribute to language teaching in Nagano through giving presentations. Participating in this group helped me to prepare for university-level teaching after JET.

## Local JALT (Japan Association for Language Teaching) chapters

<a href="#"><u>Akita</u></a>	<a href="#"><u>Hokkaido</u></a>	<a href="#"><u>Nagoya</u></a>	<a href="#"><u>Osaka</u></a>	<a href="#"><u>Toyohashi</u></a>
<a href="#"><u>East Shikoku</u></a>	<a href="#"><u>Ibaraki</u></a>	<a href="#"><u>Nankyu</u></a>	<a href="#"><u>Saitama</u></a>	<a href="#"><u>West Tokyo</u></a>
<a href="#"><u>Fukui</u></a>	<a href="#"><u>Iwate</u></a>	<a href="#"><u>Nara</u></a>	<a href="#"><u>Sendai</u></a>	<a href="#"><u>Yamagata</u></a>
<a href="#"><u>Fukuoka</u></a>	<a href="#"><u>Kitakyushu</u></a>	<a href="#"><u>Niigata</u></a>	<a href="#"><u>Shinshu</u></a>	<a href="#"><u>Yokohama</u></a>
<a href="#"><u>Gifu</u></a>	<a href="#"><u>Kobe</u></a>	<a href="#"><u>Oita</u></a>	<a href="#"><u>Shizuoka</u></a>	
<a href="#"><u>Gunma</u></a>	<a href="#"><u>Kyoto</u></a>	<a href="#"><u>Okayama</u></a>	<a href="#"><u>Tokyo</u></a>	
<a href="#"><u>Hiroshima</u></a>	<a href="#"><u>Matsuyama</u></a>	<a href="#"><u>Okinawa</u></a>	<a href="#"><u>Tottori</u></a>	

## English as a Foreign Language Teaching Groups

[ESTEEM \(Elementary School Thematic English Education Movement\)](#)  
[JACET \(Japan Association of College English Teachers\)](#)  
[ETJ \(English Teachers in Japan\)](#)

## English as a Foreign Language Teaching Groups

[Japan Association of Translators](#)  
[Japan Translation Federation](#)  
[Japan Association of Translators](#)  
[Japan Association of Conference Interpreters](#)  
[Japan Association for Interpreting and Translation Studies](#)  
[International Medical Interpreters' Association](#)

## Other

[JII \(Japan Intercultural Institute\)](#)

## Professional Women's Groups

[Association for Women in Finance Tokyo](#)  
[For Empowering Women \(FEW\)](#)  
[International Women in Communications](#)  
[Women in Law Japan](#)  
[Women Educators and Language Learners \(WELL\) Japan](#)



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# VOLUNTEERING



**Aziz Krich**

Director of Volunteering 2017-2018

People decide to volunteer for a wide variety of reasons. If you volunteer in Japan, just like anywhere else in the world, you have the potential to make a difference in the wider community and for individuals in need. Spending your time working with others towards a greater, collective societal or environmental goal is an immensely satisfying and beneficial experience that can provide a sense of accomplishment and motivation.

Additionally, as participants on the JET Programme, you are in a unique position to not only give something back to a country that many JETs consider home but to impact the local areas in which you live. However, the benefits of volunteering can also be felt by you, the volunteer. Getting in touch with local international and volunteer organizations is an excellent way to both strengthen your bond with your community and to continue making friends and connections. The simple act of getting out of the house and helping others as part of a team can improve your mental health by reducing stress, keeping you mentally and physically stimulated and providing you with a new sense of purpose.

In addition to the many personal benefits, volunteering is also hugely advantageous on a professional level too. Joining an organization and connecting with new people provides the opportunity to expand your professional network and meet others with similar goals and ambitions. Moreover, by leaving your comfort zone, volunteering can both broaden your skill set and provide you with a whole range of new transferable skills that can diversify your resume and help you stand out from other job applicants. Plus, if you're still considering different career paths, volunteering is an excellent way to explore other potential fields. You can



expose yourself to a variety of different organizations, roles and duties – all while continuing to work on the JET Programme. Perhaps you'll stumble across your new passion in life!

While it's true that the more you do the more benefits you will give and receive, volunteering does not always have to involve a long-term commitment. Getting involved with local events and projects short-term, or even giving in simple ways, can go a long way to benefitting you both personally and professionally.

FEW Japan wrote for the AFTER-JET Conference about how to utilize their community service directory and get involved on a local and national level. Take advantage of their handouts [here to find out best practices to get involved](#) as well as their most recent [Community Service Directory](#) on their website with more than 80 volunteer organizations.

# International Associations

- [Aichi International Association](#)
- [Akita International Association](#)
- [Aomori International Exchange Association](#)
- [Chiba City International Association](#)
- [Chiba Convention Bureau International Center](#)
- [Chiba International Center](#)
- [Ehime Prefectural International Association](#)
- [Fukui International Association](#)
- [Fukuoka City International Foundation](#)
- [Fukuoka International Exchange Foundation](#)
- [Fukushima International Association](#)
- [Gifu International Center](#)
- [Gunma Association of Tourism, Local Products & International Exchange](#)
- [Hiroshima International Center \[日本語\]](#)
- [Hiroshima Peace Culture Foundation](#)
- [Hokkaido International Exchange and Cooperation Center \[日本語\]](#)
- [Hyogo International Association \[日本語\]](#)
- [Ibaraki International Association](#)
- [Ishikawa Foundation for International Exchange](#)
- [Iwate International Association](#)
- [Kagoshima International Association](#)
- [Kanagawa International Foundation](#)
- [Kagawa International Exchange Center](#)
- [Kawasaki International Association](#)
- [Kitakyushu International Association](#)
- [Kobe International Center for Cooperation and Communication](#)
- [Kochi International Association](#)
- [Kyoto City International Foundation](#)
- [Kyoto Prefectural International Center](#)
- [Kumamoto International Association \[日本語\]](#)
- [Mie International Exchange Foundation](#)
- [Miyagi International Association](#)
- [Miyazaki International Foundation](#)
- [Association of Nagano Prefecture for Internationalization \[日本語\]](#)
- [Nagasaki International Association](#)
- [The Nagoya International Center](#)
- [Niigata International Association](#)
- [Okayama Prefectural International Exchange Foundation](#)
- [Okinawa International Exchange & Human Resources Development Foundation \[日本語\]](#)
- [Oita International Information Plaza](#)
- [Osaka Foundation of International Exchange](#)
- [Osaka International House Foundation](#)
- [Saga Prefectural International Relations Association](#)
- [Sapporo International Communication Plaza Foundation](#)
- [Sendai International Relations Association](#)
- [Shiga Intercultural Association for Globalization](#)
- [Shimane International Center](#)
- [Shizuoka Association for International Relations](#)
- [Tochigi International Association](#)
- [Tokushima Prefectural International Exchange Association](#)
- [Tokyo International Communication Committee](#)
- [Tottori Prefectural International Exchange Foundation](#)
- [Toyama International Center](#)
- [Wakayama International Exchange Association](#)
- [Association for International Relations in Yamagata](#)
- [Yamaguchi International Exchange Association](#)
- [Yamanashi International Association](#)
- [Yokohama Association for International Communications and Exchanges](#)
- [Council of Local Authorities for International Relations](#)

# Volunteer Associations

- [Aichi Volunteer Center](#)
- [Aomori prefecture citizen activity center](#)
- [Akita Prefecture Volunteer Center](#)
- [Chiba Volunteer · Citizens Activity Center](#)
- [Chiba City Volunteer Center](#)
- [Ehime Volunteer Center](#)
- [Fukui Prefecture Volunteer Center](#)
- [Fukuoka City Social Welfare Council Fukuoka City Volunteer Center](#)
- [Fukuoka Prefecture Social Welfare Council Volunteer Information Division](#)
- [Fukushima Prefecture Social Welfare Council Volunteer Center](#)
- [Gifu Prefecture Volunteer Center](#)
- [Gunma volunteer · citizen support center](#)
- [Hamamatsu Cooperative Volunteer Center](#)
- [Hiroshima City Volunteer Information Center](#)
- [Hiroshima Prefecture Volunteer Center](#)
- [Hokkaido Volunteer · Activity Center](#)
- [Hyogo Voluntary Plaza](#)
- [Ibaraki Prefecture Volunteer Center](#)
- [Ishikawa Prefecture Volunteer Center](#)
- [Iwate Prefecture Volunteer Activity Center](#)
- [Kagoshima Prefecture Volunteer Center](#)
- [Kagawa Prefecture Volunteer Center](#)
- [Kanagawa Volunteer Center](#)
- [Kawasaki City Volunteer Activity Center](#)
- [Kitakyushu City Volunteer Center](#)
- [Kobe City Volunteer Information Center](#)
- [Kochi Prefecture Volunteer · NPO Center](#)
- [Kumamoto Volunteer Center](#)
- [Kyoto City Welfare Volunteer Center](#)
- [Kyoto Volunteer Promotion Division](#)
- [Mie Prefecture Volunteer Center](#)
- [Miyagi Volunteer Research Center](#)
- [Miyazaki Prefecture Volunteer Center](#)
- [Nagano Prefecture Volunteer Community Activity Center](#)
- [Nagoya City Volunteer Center](#)
- [Nara Prefecture Volunteer Activity Center](#)
- [Nagasaki Prefecture Volunteer Division](#)
- [Niigata Volunteer Center](#)
- [Niigata City Volunteer Center](#)
- [Okayama City Volunteer Center](#)
- [Okayama Prefecture Volunteer / Citizen Activity Support Center](#)
- [Okinawa Volunteer and Citizens Center](#)
- [Oita Prefecture Volunteer · Citizens Center](#)
- [Osaka prefectural volunteer · citizen center](#)
- [Osaka City Social Welfare Council Volunteer Information Center](#)
- [Saga Prefecture Volunteer Center](#)
- [Sagamihara City Volunteer Center](#)
- [Saitama City Volunteer Center](#)
- [Saitama Prefecture Volunteer Center](#)
- [Sakai City Volunteer Information Center](#)
- [Sapporo City Volunteer Training Center](#)
- [Sendai Volunteer Center](#)
- [Shiga Prefecture Volunteer Center](#)
- [Shimane Volunteer Activity Center](#)
- [Shizuoka Prefecture Volunteer Center](#)
- [Shizuoka City Volunteer Center](#)
- [Tokushima Volunteer Promotion Center](#)
- [Tokyo Volunteer · Citizens Activity Center](#)
- [Tochigi Prefecture Volunteer Division](#)
- [Toyama Volunteer Center](#)
- [Tottori Prefecture Volunteer Center](#)
- [Yamagata Prefecture Volunteer Center](#)
- [Yamaguchi Prefecture Volunteer Center](#)
- [Yamanashi Prefecture Volunteer Division](#)
- [Yokohama City Volunteer Center](#)
- [Wakayama Volunteer Center](#)



# Japan International Cooperation Agency (JICA)

JICA often has many opportunities for international and local residents to interact. Occasionally, these are volunteer opportunities and other times they are simply cultural experiences. Whichever it is, it is a good organization to follow or get in touch with.

JICA Global Plaza

Hokkaido International Center (Sapporo)

Hokkaido International Center (Obihiro)

Tsukuba International Center

Tokyo International Center

Yokohama International Center

Chubu International Center

Kansai International Center

Chugoku International Center

Kyushu International Center

Okinawa International Center


Tohoku Branch Office

Hokuriku Branch Office

Shikoku Branch Office

Nihonmatsu Training Center

Komagane Training Center







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# GRANTS FOR ACTIVITIES

JET Micro-grant Initiative for USA JETs can be used for a variety of activities. If you are active in your local community and have some event or project which would benefit from financial support, you may consider applying for this grant.



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# CLAIR JET INTERNSHIP PROGRAMME

From CLAIR's website the internship programme is "A work experience programme at Japanese companies for JET participants looking to advance their career. The JET Internship Programme seeks to meet the needs of Japanese companies looking for global personnel and JET Programme participants who have developed international awareness and want the opportunity to advance their post-JET career in Japan. From 2017, CLAIR is partnering with the Tokyo Metropolitan Government so that even more JET participants can use the JET Internship Programme.

It is our hope that JET Programme participants can utilise their internship to develop a greater awareness of the working world, attain a better understanding of the kinds of global personnel Japanese companies are seeking and actively use this for the benefit of their job-searching activities after finishing the JET Programme."

For more information please refer to the [JET Programme website](#).



# TEACHING ENGLISH AS A FOREIGN LANGUAGE AND TEACHING ENGLISH AS A SECOND OR OTHER LANGUAGE (TESOL) CERTIFICATION

## Getting certified on JET

Alissa Berdahl  
Miyazaki, 2013-2016

Working towards a certification to teach English as a foreign language may not hold a great deal of appeal for JET Programme participants, who do just that every day, but it has important value in the long run.

Here are the Top 4 Reasons to get TEFL Certified While on the JET Programme:

1. Methodology	2. Grants	3. Resources	4. Flexibility
While some participants who come over on the JET Programme have experience or degrees in education, many are trying their hand at teaching for the first time. TEFL certification can provide a background on how to be the best teacher you can possibly be, with insight on teaching methodology specifically tailored for those who are teaching to non-native English speakers.	The JET Programme is very supportive of those who wish to better their understanding of teaching methodology by offering 200 grants a year. While this may not cover the entire cost of the program you enroll in, it will certainly help in affordability!	Want to try something new when teaching colors? Trying to think of a more engaging way to talk about gerunds? Many TEFL certification courses will offer tidbits on lesson planning and classroom instruction. Some, like BridgeTEFL, also offer access to libraries of tried-and-true lesson plans, activities, and other resources!	Japan is one of the few countries in the world that does not require a TEFL Certification to teach English. If you're thinking of teaching abroad after your JET term is up (or while waiting to renew for another five years!) a TEFL certification may come in handy. Getting certified before you go can be greatly beneficial when looking for new contracts and submitting applications.

So before you put TEFL certification off for a later day, maybe give that Grant Application one more look or reach out to a TEFL advisor about course options. It may be the key to unlocking your true teaching potential.

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## **AJET International TEFL and TESOL Training discount**

All current JET Programme Participants, including newly accepted JETs, are eligible for a 30% discount on all of ITTT's online TEFL courses. The 30% discount rate is in addition to the prices displayed on the ITTT website.

ITTT offers 120-hour, and 60-hour online TEFL courses as well as shorter, more specialized classes. Full details on all courses are available at [teflcourse.net](http://teflcourse.net).

The course that most JETs have completed in the past was the 120-hour TEFL course with full tutor and video support. This also includes a free specialized course in Business English or English for Young Learners. Through AJET, this course costs a little over \$244.

Upon completion of this 120-hour course, the applicant will have a working knowledge of the English grammatical system, as well as an awareness of the skills and techniques required for successful teaching of the English language. This course is unique among online courses, as it enables graduates to receive ongoing career support and teacher development, long after completion and provides an opportunity to see live lessons through downloadable videos.

The course is offered at the participant's own pace, and takes anywhere between two weeks and six months to complete, depending on how much time you can dedicate to your studies per week. All of the course units are sent in PDF or RTF documents via email.

Fill out the form on the AJET website to apply. Depending on the course you are interested in, the CLAIR TEFL Certification Grant can be used with the AJET Discount.

## **Other Websites for English Teaching Certifications**

Bridge TEFL(TEFL Online)

CELTA (Certificate in English Language Teaching to Adults)

CELTYL (Certificate in English Language Teaching to Young Learners)

ITTT (International TESOL Teacher Training)

i-to-i (UK Volunteer Company)

NCLRC (National Capital Language Resource Center)

TEFL (Teaching English as a Foreign Language)

TESOL (Teaching English to Speakers of Other Languages)

## **In-person Opportunities**

Language Resources (Kobe) <http://www.languageresources.org/> (CELTA)

I-to-i (Online/Tokyo) <http://tefl-training.com>

Please also refer to the AJET website for several reviews by past JETs: [ESL/EFL Teaching Courses & Programs](#)





# CLAIR TEFL GRANT

**From the CLAIR website:** CLAIR will be providing partial grants to JET participants who wish to improve their English teaching skills by obtaining online certification for Teaching English as a Foreign Language (TEFL).

## **Purpose:**

To enable JET participants whose main duties include assisting with language teaching to improve their English teaching skills and to respond to requests from contracting organisations to increase JET participants' levels of English teaching skills

## **Participants:**

Open to applicants who satisfy the following criteria.

<b>1.</b> Be a current JET participant whose main duties are to assist in language teaching	<b>2.</b> Be scheduled for reappointment in 2017-2018, or a 2017 April arrival	<b>3.</b> Do not hold any kind of certification or degree in teaching English as a foreign or second language	<b>4.</b> Have not started taking a TEFL/TESOL course before the application process and the notification of selection results
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## **Eligible Courses:**

Courses must satisfy the following criteria.

<b>1.</b> Offer a certification of 100 hours or more	<b>2.</b> Be offered entirely online	<b>3.</b> Start after grant approval and be completed before Friday 26 January 2018.
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Any courses begun before receiving grant approval will NOT be eligible for the grant. Grant Amount: 15,000 yen Number of Grants: 200"

You can additionally read about past JETs use of the grant and the courses which they paired the grant with on [the CLAIR website](#).

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# JAPANESE LANGUAGE LEARNING

Learning Japanese while on JET is widely supported by CLAIR, Contracting Organizations, and local residents. However, some JET participants come on the Program without any linguistic or communicative ability in Japanese and wonder, "I'm only here a short time, why should I use that time to study?" Consider these insights from JET Alumni who have been there, done that:

**Brad Crawford**  
Osaka, 2005-2008

Learning Japanese means that your experience with Japan doesn't end after JET. It's been 10 years since I lived in Japan but I am currently writing this while traveling in Japan. I've been back numerous times for work and pleasure and because I didn't just give up on Japanese after JET, I'm now able to communicate at a much higher level and pursue business opportunities in Japan. My field of work happens to be film and television and over the years I've met Japanese people working in the industry all over the world, so when I come back to Japan, I not only get a chance to reconnect in their home country but I can flex my Japanese abilities and solidify that professional relationship.

It's something that you can add to your resume. You can take Japanese language proficiency tests to be an asset to various companies (businesses that may have foreign markets), an educator such as language immersion schools or substitute teachers, or customer service. Additionally, it can give you the perspective of your own students as they learn a foreign language and the challenges they face.

**Lea Rueter**  
Nara, 2008-2009

**May Tsun**  
Ehime, 2008-2010

Language would be less of a barrier and you could achieve a stronger connection with your students, colleagues, etc. You could also be a resource and leader for your fellow expats. It makes you more independent with day-to-day tasks and maintains a little more privacy.

It's great to learn a second language, period! Specifically learning Japanese while on JET can be good for communicating better with the rest of the staff that you may not work with directly, but interact with everyday. It can help with your life outside of work and getting to know your community better. It's also something that can be helpful in a future career, you never know when your ability to speak Japanese will come up. I also think it gives you a better understanding of the culture.

**Mari Rueter**  
Tokushima  
2009-2014

**Joe Mecha**  
Nagano, 2010-2015  
Niigata, 2003-2005

If you are making a commitment to live in Japan, why wouldn't you take advantage of the opportunity to learn Japanese? Speaking (reading/writing) the language makes it possible to participate more fully in the culture and in your community. It makes it easier to make friends, do your job, be independent, and it is personally very rewarding.

## MEXT designated Japanese Language Learning sites:

Many of these organizations are International centers or associations which offer community classes. Often times, if they do not have language classes, you can contact them and they may be able to point you toward individuals or other institutions which give lessons. Many of these classes at the centers may be run by volunteers and at a low cost. Others may be more expensive or run by certified or professional educators. What resources, textbooks and goals they have or use will differ widely. Additionally, there may be other groups in your area, but this is one place to start:

<a href="#"><u>Aichi</u></a>	<a href="#"><u>Kagawa</u></a>	<a href="#"><u>Saga (1) (2)</u></a>
<a href="#"><u>Akita</u></a>	<a href="#"><u>Kagoshima</u></a>	<a href="#"><u>Saitama</u></a>
<a href="#"><u>Aomori</u></a>	<a href="#"><u>Kochi</u></a>	<a href="#"><u>Shiga</u></a>
<a href="#"><u>Chiba</u></a>	<a href="#"><u>Kumamoto</u></a>	<a href="#"><u>Shimane</u></a>
<a href="#"><u>Fukushima</u></a>	<a href="#"><u>Kyoto</u></a>	<a href="#"><u>Shizuoka</u></a>
<a href="#"><u>Fukuoka</u></a>	<a href="#"><u>Mie</u></a>	<a href="#"><u>Tochigi</u></a>
<a href="#"><u>Fukui</u></a>	<a href="#"><u>Miyagi</u></a>	<a href="#"><u>Tokushima</u></a>
<a href="#"><u>Gifu</u></a>	<a href="#"><u>Miyazaki</u></a>	<a href="#"><u>Tottori</u></a>
<a href="#"><u>Gunma</u></a>	<a href="#"><u>Nagano</u></a>	<a href="#"><u>Toyama</u></a>
<a href="#"><u>Hiroshima</u></a>	<a href="#"><u>Nagasaki</u></a>	<a href="#"><u>Wakayama</u></a>
<a href="#"><u>Hokkaido</u></a>	<a href="#"><u>Niigata</u></a>	<a href="#"><u>Yamagata</u></a>
<a href="#"><u>Hyogo</u></a>	<a href="#"><u>Oita</u></a>	<a href="#"><u>Yamaguchi</u></a>
<a href="#"><u>Ishikawa</u></a>	<a href="#"><u>Okayama (1) (2)</u></a>	<a href="#"><u>Yamanashi</u></a>
<a href="#"><u>Ibaraki</u></a>	<a href="#"><u>Okinawa</u></a>	
<a href="#"><u>Iwate</u></a>	<a href="#"><u>Osaka (1) (2)</u></a>	

# CLAIR JET Language Course

From the **CLAIR website**: CLAIR offers courses for JET participants to help them improve their Japanese capabilities and knowledge about Japanese culture. "The courses are separated into Beginner, Intermediate, and Advanced levels, which approximately correspond to level N5 to N3 of the Japanese Language Proficiency Test (JLPT). The teaching materials used in these courses encompass a variety of situations that JET participants will likely experience at some point during their time in Japan. Please make use of these courses to further improve your understanding of Japanese and get even more out of your daily life and work in Japan."

Japanese Language Courses will be provided online as e-learning courses. Registration for the courses can be done via the Contact Survey for JET Programme Participants online form which can be found [here](#). You will need your JET id and password in order to access.

Below is the schedule for the JET Language Course registration for 2017-2018.

Incoming group	Registration start	Registration deadline	Courses start	Courses end
April	10 Apr 2017	10 May 2017	1 Jun 2017	30 Nov 2017
Re-contracting Group (excludes participants whose final term of appointment ends in July/August)	21 Jun 2017	10 Jul 2017	1 Aug 2017	31 Jan 2017
Group A	24 Jun 2017	15 Aug 2017	1 Sep 2017	28 Feb 2017
Group B	31 Jul 2017	16 Aug 2017	1 Sep 2017	28 Feb 2017
Group C	21 Aug 2017	10 Sep 2017	1 Oct 2017	31 Mar 2017

\* 登録締切を過ぎても登録は可能ですが、次の受講開始日まで受講が遅れます。締切日までに登録をしてください。来日グループにあてはまらない人、又はコースのレベルを変更したい人は、毎月10日までに日本語講座を申し込んでください。翌月1日より日本語講座を受講できます。

\* Note: Registration is still possible after the registration deadline has passed, but you will not be able to begin the course until the next "courses start" date, so be sure to register by the deadline. Participants falling outside any of the incoming group categories listed above, and participants who wish to change the level of their course, should submit their application for a Japanese Language Course before the 10th of each month. These courses will begin on the 1st of the following month.





## CLAIR Translation and Interpretation Courses

From the CLAIR website: “The aim of the Translation & Interpretation Course is to equip JET Programme participants with the translation and interpretation skills necessary for carrying out the work duties assigned by their contracting organisation. The course is not aimed at simply increasing the Japanese level of JET Programme participants. Applicants should ideally have a high level of Japanese (JLPT N1 or N2) and may be required to take a qualifying exam.

In order to complete the course, participants are required to complete both the correspondence course and take part in the week-long training seminar.

As the fees for the training seminar are covered by the contracting organisation, applicants must obtain permission from and apply through their contracting organisation. JET Programme participants cannot apply for the course directly, even if they offer to pay the fees with their own funds. If you are interested in the possibility of taking the course, please consult with your contracting organisation supervisor.”

Language	Application period	Correspondence Course	2017 Training Seminar
Chinese/Korean	Mid April to Late April	May to February	Monday, 4 Sep. - Friday, 8 Sep.
English	Late July to Late August	October to March	Monday, 4 Dec. - Friday, 8 Dec.

# CLAIR Japanese Language Proficiency N3 Grant

From [the CLAIR website](#): "Aiming to encourage JET Programme participants to improve their Japanese communication abilities, CLAIR now offers a grant for those who pass N3 of the Japanese-Language Proficiency Test (JLPT) in their **first three years** on the programme. If you would like to receive this grant, please read over the documents on the site thoroughly and then send your grant application directly to CLAIR via post. JLPT results are generally released 2-3 months after the test. Grant documents are generally due at the end of the following month. Take care to read the guidelines and due dates on CLAIR's website."

## Other Japanese Language Tests

While the JLPT is a useful tool that many international residents use to measure their improvements in Japanese and show their workplaces and educational institutes that they are in fact studying Japanese and improving, it is not the only Japanese Language Test which is available. Depending on your professional and personal goals as well as your level of Japanese when taking the test, another test may be better suited for your assessment needs. What follows is a short list of exams which may better match your professional and personal development goals:

- [Examination for Japanese University Admission for International Students \(EJU\)](#):

From the Japan Student Services Organization, "The Examination for Japanese University Admission for International Students (EJU) is used to evaluate whether international students who wish to study at the undergraduate level at universities or other such higher educational institutions in Japan possess the Japanese language skills and the basic academic abilities needed to study at those institutions." Application Period for the 1st round of exams is from mid February to mid March. Examination is held mid June and test results are sent mid July.

Application Period for the 2nd round of exams is from beginning of July to end of July. Examination is held mid November and test results are sent mid December.

- [Business Japanese Proficiency Test \(English\)](#)
- [Business Japanese Proficiency Test \(Japanese\)](#)
- [日本漢字能力検定 \(Kanji Kentei\)](#)
- [文章検 Reading comprehension test](#)
- [J-TEST Measuring Practical Efficiency in Japanese](#)

# Study Leave 研修休 and Intensive Study

Henry Morris  
Mie, 2013-2016

Study leave, or 研修休 in Japanese, is a privileged form of leave which is in some cases granted as part of a JET Programme participant's contract. This widely varies by contracting organization and is not something anyone, including your Japanese counterparts, is legally obligated to be granted. It is possible that you may be granted study leave to study not only Japanese but also potentially teacher development such as TEFL or TESOL courses. However, this is dependent on what your contracting organization deems necessary and useful to your role on JET. They are not obligated in any way to support your development beyond your work duty fulfilment. If you are not granted Study Leave (研修休) you may be interested in using your paid leave to study. If you are granted Study Leave, be prepared for it to be unpaid. However, this may be considered an advantage; BOE budgets are tight so not having to pay an ALT for a month is an obvious benefit to a BOE.

During your time on JET, it can be hard to find enough time to focus on learning Japanese consistently and effectively. One of the things that you should take into consideration is your long term employability. After JET, whether in your home country or in Japan, one of the questions you will be asked a lot is "How's your Japanese?" If you remain focused and have the opportunity to take study leave, it is an excellent opportunity to improve your transferable skills.





## How to ask for leave

The best time to ask for study leave would be over the Spring or Summer vacation, assuming that you have no class or responsibilities. When approaching your supervisor, you must judge the situation carefully as once they have said no, the door may be permanently closed. Remember, they are not obligated to give it to you.

It may be best to begin with an email outlining the benefits of your study leave for your students. For example, your students are hungry to learn more about foreign cultures, but there is only so much you are able to teach them with your limited Japanese. Additionally, by learning Japanese you will be able to better communicate with staff and plan improved lessons. You will also be able to undertake translation work for the city. This will be very useful in the run up to the Olympics!

*Focus on the benefits your study leave will give to THEM, your contracting organization, not the other way round.*

The possibility of one ALT being absent for up to 4 weeks will be a large issue for the BoE. Your supervisor will need to check with their supervisor and so on. Email first, then wait. If no response, gently follow up. Email early. For first time summer study leave, January or February would be best. It also ensures that your current supervisor will entrench your study leave plan and when the staff changeover happens in April, the plan will already be in place. To the new supervisor there is now a precedent for study leave – congratulations!

Of course, you won't be allowed to take study leave during term time. You may be encouraged to take a shorter time (1 week or so) but generally, the longer the better. In the negotiation, focus entirely on the benefits for them and you will be in a stronger position.

If there is a precedent for study leave, it may be easier and once you have created precedent you have opened the door for every subsequent ALT in your position. If you are planning on staying for another year, it can be easy to ask for study leave "just like last year."





## Benefits of leave

### Benefits for the city:

- Easier to communicate with the ALT
- Better working relationships (communication = success!)
- More effective lesson planning
- Students can ask questions about culture in Japanese, you will be able to work more effectively as a cultural ambassador
- Increased ability to do translation/interpretation for the city

### Benefits for you:

- 4 weeks at a language school will do wonders for your Japanese
- No more dodging around the question “can you speak Japanese?”
- Increased transferable skills
- A nice Easter/Summer holiday!
- Gives a basis for JLPT studying which will give you tangible proof of your ability
- The chance to travel during your weekends away from language school
- Homestay

### Additional Points:

- Your BoE will likely want to know what school you are studying at.
- They may also want to know your goals etc and ask for a report after your leave.
- If possible, do a homestay – a chance to consolidate your language and live with a Japanese family
- There are various schools that have rolling admissions where you can study for a week to a year.
- You will need to weigh the benefits of study leave for yourself, including financial. If you study from 20 July to 20 August that is one month of no pay plus the cost of language school and homestay (could be around 350,000 yen). Your next paycheck will be 20 September.
- Can you survive for so long without pay and having paid for language school? Remember that you will still have travel expenses whilst at school and you may want to explore the area etc. Overall it can be more expensive than expected.



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## More Study Leave Advice

Maya Aley

Kagoshima, 2011-2016

- Be prepared to defend the merits of going away to study at a language program, and how those goals cannot be met through independent study, or through a Japanese language course offered in/closer to your placement. Have you been studying independently throughout the year, and need to attend an intensive course to improve further? Are there no adequate language schools offered in your town/city?
- Be prepared to answer how much you might expect to learn from a course if you are only given a week or two of leave. Will it be worth the cost for your school/BoE? A two-week course will not be able to turn you into an interpreter if your Japanese is not already highly advanced.
- Provide as much information to your school/BoE as possible about your program. A sample course schedule/syllabus that shows the amount of time you will spend in classes, studying, or involved in cultural activities, and what kinds of lessons you will be taking, may help your case for study leave.
- You may be asked to provide a copy of your course confirmation, invoice, travel and/or accommodation arrangements to your supervisor, as proof that you are not simply going on a free holiday.
- You may also be asked to submit a course completion certificate, or something similar, to your supervisor after you return. Ask your program coordinator beforehand if they will be able to provide one for you.

# Japanese Study Institutions

You can read reviews of several institutions and more detailed information on the AJET website.

- [公益社団法人 国際日本語普及協会 \(AJALT\) Association for Japanese - Language Teaching](#)
- [Coto Language Academy](#)
- [Eurocentres Language School Kanazawa](#)
- [元気日本語文化学校 Genki Japanese and Culture School](#)
- [公益財団法人 日本国際教育支援協会 \(JEES\) Japan Educational Exchanges and Services](#)
- [公益財団法人 国際研修協力機構 \(JITCO\) Japan International Training Cooperation Organization](#)
- [独立行政法人 国際交流基金 \(JF\) The Japan Foundation](#)
- [独立行政法人 日本学生支援機構 \(JASSO\) Japan Student Services Organization](#)
- [京都文化日本語学校 Kyoto Institute of Culture and Language](#)
- [長沼スクール 東京日本語学校 The Naganuma School](#)
- [全国専修学校各種学校総連合会 National Association of Vocational Schools of Japan](#)
- [公益社団法人 日本語教育学会 \(NKG\) The Society for Teaching Japanese as a Foreign Language](#)
- [太原学園 グループ Ohara Group](#)
- [札幌日本語学校 SIL Sapporo Nihongo Gakko](#)
- [日本留学総合ガイド\(外務省\) Study in Japan](#)
- [Summer Courses in Japanese \(SCJ\) at International Christian University \(ICU\)](#)
- [公益社団法人 東京都専修学校各種学校協会 \(TSK\) The Metropolitan Tokyo Professional Institution](#)
- [WAHANA日本語学校 Wahana Japanese Language School](#)
- [YAMASA言語文化学院 Yamasa Language and Culture School](#)



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# MASSIVE OPEN ONLINE COURSES (MOOCS)

Giovannie Perez  
Director of Advertising  
2017-2018

Over the past couple of years, with the many conveniences the internet brings, taking MOOCs has been the doorway to formally and informally broadening one's education. To put this into perspective, over 26 million people signed up for their first class at the end of 2016 on a MOOC platform. MOOC stands for Massive Open Online Courses. What this means for you is that you can be a student again and take practically any course online at a much cheaper rate than taking it at an institution.

There are a plethora of MOOC platforms already established, but which platform should you use? Depending on what platform you use, the classes available could vary. For example your big two MOOC providers are edX (1902 classes available) and Coursera (2,196 classes available). A simple Google search for a list of MOOC platforms is recommended as a first step into the world of online courses.

From the onset, most tend to worry about money and the value of the content of the courses. Both edX and Coursera are free to audit. This means that you can learn material absolutely free. If you would like to take the tests and receive a certificate in the end, you may do so according to the prices that each platform offers. Coursera also provides completely free courses with a certificate in the end depending on if the person taking the course will incur a monetary hardship by paying.

University institutions that are trying to expand their outreach to the general public at a reduced price mostly run the classes that are provided

within each platform. That being said, you can take a class about “The Art of Vocal Production” from the University of Berklee or take a public health class from Johns Hopkins University; both Universities are top tier institutions in their respective fields. You will be able to take these courses and even get a certificate of completion afterwards.

Why MOOC? What can these certificates be used for? When you are looking for a job or applying to graduate school, depending on the institution or career you go into, these completed courses could prove beneficial. One major reason why you would take a MOOC is to use them for future schooling. Another major reason is to learn a new subject for personal development. You could supplement your TEFL certification by taking classes that pertain to ESL teaching. You can also learn something totally unrelated to what you do like how to code in Java (Codecademy) or how to take better pictures (Udemy), for example. The possibilities of learning something for personal development are at your fingertips for little to no cost.

If you have time to take some courses, there is a guarantee you will find something that piques your interests. This can make you a competitive applicant to certain fields of work post-JET, while never having left the comfort of your *kotatsu*.

- [Academic Earth](#)
- [Alison](#)
- [ALT Training Online](#)
- [Canvas Network](#)
- [Coursera](#)
- [Codecademy](#)
- [Codeorg](#) (in multiple languages, including 日本語！)
- [edX](#)
- [Free Code Camp](#)
- [Future Learn](#)
- [Harvard Open Learning Initiative \(1\) and \(2\)](#)
- [Human Rights Careers](#)
- [Japan MOOC](#)
- [JPAL](#)
- [Khan Academy](#)
- [Library of Congress](#)
- [MIT OpenCourseWare](#)
- [Online University of Finland](#)
- [Open2Study](#)
- [Open Classrooms](#)
- [Open Learning](#)
- [OpenUp ED](#)
- [Open University of Hong Kong](#)
- [Open University of Malaysia](#)
- [Peer to Peer University](#)
- [Springboard \(Ireland\)](#)
- [Stanford Online](#)
- [The Code Player](#)
- [The Odin Project](#)
- [Udemy](#)
- [W3Schools](#)

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# ONLINE DEGREES AND CERTIFICATION

Leah Otto  
Kumamoto, 1990-1991

The quality of online education has greatly improved over the last few years, but there are a few things to consider when thinking about online programs while on the JET Programme:

1. Quality online ed allows for as much human contact as you want with your instructor and other students. Be sure to find out what other students say about the program. If there's not a lot of interaction, it's probably not a great program. Courses that over-rely on bells and whistles like videos are not helpful to learners. It's only when tools like videos or interactive features are thoughtfully applied that they are beneficial. So find out how well designed the courses are.
2. Be sure the program has good 24/7 tech support.
3. Be sure the courses are designed to accommodate a variety of learning preferences. Not all people learn the same way. Some like small chunks of learning, others like to read a lot. You should be able to find a program that understands different learning styles.
4. Do you really need a full master's degree? Micro-credentials are hot right now. There may be a certificate program that can meet your need.
5. Be sure to connect with people who are already employed in the field you want to be in. Ask them what credentials are most respected. See if you can do an informational interview with them. On that note – be respectful of their time, be appreciative, and be human and polite. They are taking time out of their busy schedule to help another person, so honor that.
6. Students who are most likely to default on loans do so because they don't complete the program. The average amount owed by someone who defaults might be as much as \$10 K - \$16k- the cost of one-to-three classes, depending on the school.) Be careful to not overextend yourself financially.





One such example of a distance-learning program is an AJET Partner, [the University of Birmingham](#). The University of Birmingham is willing to give teachers who are currently working on or who have recently worked on the JET program a discount on the cost of the MA in TESOL or the MA in Applied Linguistics which is run by Distance Learning.

The program consists of 6 modules and a dissertation. The program is currently charged at a price of £1000.00 per module and £3,000.00 (3 x 1000.00) for the dissertation. The total cost is therefore  $£1000.00 \times 6 + £3,000 = £9,000.00$ . JET participants can receive a 50% discount on the cost of module 3. This represents a discount of £500.00 or 5.5% of the total price of the program.

For more institutions and programs which may be of interest to JETs, please refer to the **"Returning to Academics" section** or the [AJET website](#).

A photograph of a light-colored wooden floor. In the foreground, there is a large, vibrant green leaf with prominent veins. To the right, a wide-brimmed straw hat with a dark band is visible. The overall scene suggests a summer or travel theme.

**PREPARING**

**LEAVE**



TO

WE JET



# ENTERING (OR RE-ENTERING) PROFESSIONAL

The process of leaving Japan necessarily starts before you've finished your JET contract, any time after you've made the decision to finish your term on JET. If you'd like to jump into a job directly after your contract, the process of researching and applying begins long before you've packed your suitcases and started applying for your pension refund. There are many resources out there, including CLAIR's very own After-JET guide which aims to prepare you for every nitty-gritty detail of leaving Japan. But this guide only intends to highlight the points which are focused on securing a job or furthering your career while you're still on JET. All of the materials supplied up until this point (and more, which will surely be continuously added annually) are meant to help you professionally develop while you are still secure and happy in your JET position. From this point on, it's about what you should be doing after you've made the decision to leave. Secure or not in this decision, it's an inevitability and one you should start preparing for in advance. In addition to the materials provided here, the After-JET Guide provided by CLAIR, chapter 4, "[Post-JET Employment](#)" provides valuable insights and anecdotes about the process of becoming employed after JET.



# TRIP LIFE





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# AFTER JET CONFERENCE AND JET PROGRAMME CAREER FAIRS

JET Programme Career Fairs are sponsored by CLAIR and are held twice, generally in Osaka and Tokyo area. At these fairs, you have the opportunity to meet and potentially interview with Japanese and global companies seeking personnel. Dress professionally and with resumes in hand.

The Tokyo JET Programme Career Fair is held alongside the After JET conference in Tokyo in either February or March. The After JET conference and corresponding Career Fairs are usually for leaving JETs and completely voluntary. They are free events, but you must inform your contracting organization of your intentions to attend. If you are a JET alumni still residing in Japan, it is possible for you to attend, please contact CLAIR directly.

The After JET Conference has been created with intention to provide information regarding career fields and prepare you for life after the JET Programme. Presentations are conducted by business professional from both Japan and abroad. As well as alumni who have successfully re-entered the working world. You may also attend seminars or workshops that address the concerns of reverse culture shock and repatriating.

For those who are unable to attend, either because of scheduling conflict or not being a leaving JET participant, you can find the presentation materials from the conference on the website, as well as for years past.

CLAIR is also supporting local government's initiatives to have career fairs in their area, keep an eye out for local career fairs which are targeting international residents and students!

Information about registration for these events is sent by email to all JET participants in November and December. Please refer to the CLAIR website for updated information.



After JET Conference Details: <http://jetprogramme.org/en/after-con/>  
JET Programme Career Fair Details: <http://jetprogramme.org/en/careerfair/>  
Presentation Materials 2017: <http://jetprogramme.org/en/after-con17/>

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# TIMELINES FOR APPLYING TO JOBS

The following are several examples of timelines and advice for applying to jobs for JET Programme alumni who have re-entered the workforce directly after JET. Of course, everyone's timelines will vary given their unique ambitions and home countries.

## Job in Japan

Terrell Wallin  
Toyama 2014-2017

**December:** Decided not to recontract

**January:** Gave recontracting decision to contracting organization

**March:** Started browsing job search engines

**April:** Continued browsing and start applying for jobs

**May:** Applied for jobs

**June:** Interviewed for positions

**July:** Accepted jobs

**Late July:** Left contracting organization for new position

## Job in Home Country

Becca Scheiris (Canada)  
Toyama, 2012-2016

**December:** Decided not to recontract

**January:** Gave recontracting decision to contracting organization

**July:** Started job search, left contracting organization

**August:** Returned to home country, volunteered, applied for jobs

**September:** Interviewed for jobs and accepted a job

**Cheryl Hou**  
Toyama  
2005-2008

Begin researching for jobs once you decide against recontracting in January. Look at companies, job types, what you're looking for. Send out personal emails to recruiters, ask colleagues in the industry for direction. Our industry is often a semi-high turnover, so there's no specific time to apply for jobs.

It is all about expressing interest and putting in hard work. Coming home from JET, know where you want to go professionally and seek out opportunities that would further these goals. One thing that you are able to use from JET is networking from scratch. When returning home I was coming back to well established friendships and known cliques. I dove into the film community as if I had just moved somewhere where I didn't know anyone, just like arriving in Japan for the first time. It is the reason I was able to start my own company rather quickly with my newfound business partner and become a successful member of the film community back home.

**Brad Crawford**  
Osaka, 2005-2008



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# RESUME GUIDES

## Writing Resumes to Get Results... and Playing Up Your JET Experience

*(Resume writing portions adapted from NYU  
School of Law's Career Development Resources)*



Contributed by JETAANY

A resume serves many functions. In the most basic sense, a resume is a chronological record of the important educational and professional benchmarks in your professional life. It provides a snapshot of who you are, where you've been, and what you've accomplished along the way. If thoughtfully crafted, a resume is an effective marketing tool – offering insight into the relevant skills and knowledge you bring to a particular position. Most importantly, a resume must stimulate the interest of a prospective employer and motivate that employer to invite you for a face-to-face meeting.

## Self Assessment

The first step in creating an effective resume is to determine what qualities employers are seeking in prospective employees. The key is to identify the transferable skills from your prior positions and experiences that will be of interest to a prospective employer, such as: communication, attention to detail, organization, and adaptability.



## Consider this list of qualities valued by many employers:

- Ability to build networks
- Ability to get along with colleagues or clients
- Ability to communicate complex issues clearly
- Ability to manage complex tasks
- Ability to solve problems creatively
- Ability to work well under pressure
- Ability to deal with and manage people
- Ability to inspire confidence
- Achievement in a related field
- Leadership skills
- Research, writing, and analytical abilities
- Productivity/Efficient use of time and resources
- Outgoing personality/professional skills
- Good judgment and ethics
- Willingness to put in long hours
- Teamwork
- Determination/Commitment/Drive
- Public service/Community involvement

Or, make up your own list of qualities that are most relevant to the job you are seeking. For each of these qualities, note what specific experiences in your background have enabled you to develop and demonstrate these characteristics. Review your academic, professional, and extracurricular experiences very thoroughly, from your undergraduate years to the present. When evaluating your past experiences, ask yourself:

- What special skills or knowledge did you need to perform this task?
- What has been your biggest achievement in this area?
- What comments were made about your contributions in this area, by peers or managers?
- What different levels of people did you have to interact with to achieve your job tasks? How did you get the best out of your superiors? Co-workers? Subordinates?
- What aspects of your personality were brought into play when executing this duty?

For example, your strong leadership skills may have resulted from your tenure as president of a student group or from serving as captain of a sports team. Your ability to interact effectively with clients could result from meetings with parents or other teachers while on JET. Your discipline and endurance could be a result of your long-distance running, or late night sessions prepping students for speech competition championships. Draft your job descriptions such that you highlight these qualities. You may want to consider creating a few different versions of your resume, changing the language slightly to highlight specific skills targeting different employers.

## Wording Your Job Descriptions

Make every word count! Be specific with regard to your duties and tasks. Quantify experiences if possible. Focus on tasks that are most relevant/transferable to your target employers. Describe accomplishments, problems solved, and challenges overcome in addition to your basic functions. Begin your sentences with active verbs and focus on the specifics. Resist the temptation to fall into jargon and “filler” expressions that don’t add value to your job descriptions. Use action verbs and sentence fragments: “Developed strategy for... Analyzed... Independently organized... Conducted individual tutoring...” Avoid using “Responsibilities included...” Only use “Assisted” when you actually assisted in something; if you had your own responsibilities, list them directly.



# To spark your creativity, consider the following action words:

Accomplished      Accounted for      Achieved      Acquired  
Acted      Addressed      Administered      Advised  
Advocated      Aided      Allocated      Analyzed  
Applied      Ascertained      Appointed      Assessed  
Assisted      Attained      Audited      Authored  
Awarded      Briefed      Built      Calculated  
Carried out      Chaired      Classified      Coached  
Collaborated      Communicated      Competed      Compiled  
Completed      Composed      Computed      Conceived  
Concluded      Conducted      Constructed      Construed  
Consulted      Contacted      Contributed      Convened  
Coordinated      Corresponded      Counseled      Crafted  
Created      Critiqued      Dealt with      Deciphered  
Deduced      Defined      Delegated      Delivered  
Demonstrated      Designed      Determined      Developed  
Devised      Directed      Discerned      Discovered  
Dispensed      Displayed      Distributed      Documented  
Drafted      Edited      Educated      Encouraged  
Established      Examined      Executed      Expanded  
Generated      Formulated      Identified      Implemented  
Initiated      Instigated      Interpreted      Intervened  
Interviewed      Introduced      Investigated      Involved in  
Joined      Judged      Launched      Learned  
Lectured      Led      Located      Maintained  
Managed      Marketed      Maximised      Mediated  
Mentored      Monitored      Motivated      Negotiated  
Observed      Operated      Organized      Oversaw  
Participated      Performed      Persuaded      Planned  
Prepared      Presented      Produced      Programmed  
Probed      Promoted      Provided      Publicized  
Published      Received      Recognized      Recommended  
Reconciled      Recruited      Rectified      Reduced  
Regulated      Rendered      Renovated      Reorganized  
Reported      Represented      Researched      Resolved  
Responded      Restored      Reviewed      Revised  
Scheduled      Screened      Selected      Served  
Shaped      Solicited      Solved      Sought  
Spearheaded      Specified      Stimulated      Structured  
Studied      Submitted      Succeeded      Supervised  
Supported      Surveyed      Synthesized      Systematized  
Targeted      Taught      Tested      Trained  
Translated      Treated      Tutored      Undertook  
Utilized      Verified      Volunteered      Wrote

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## Formatting Your Resume:

Employers look for a clean resume that is well laid out and easy to read. Unless you have many years of professional experience, your resume should fit to one page. When evaluating the layout of your resume, make sure it looks balanced, without too much white space in any one area. Also be sure that it doesn't look too cramped. You should use a minimum font size of 10.5 (this handout is 11).

### Things to include in a resume:

<b>1. Contact Information</b> Be sure to include an updated cell phone number and email address. Always use a professional email address (i.e. yourname@gmail.com) and make sure that your voicemail message is also professional.	<b>2. Objective &amp; Summary of Qualifications (Optional)</b> What you are looking for? Why are you right for this position?	<b>3. Education</b> List your academic credentials in chronological order. Include honors and activities under each educational institution.
<b>4. Experience</b> Main Work, Other Work, International, Volunteer	<b>5. Skills/Technical Skills</b> Specialized computer skills, Language Skills	<b>6. Honors/Activities</b> Anything that sets you apart and shows a well-rounded candidate

# Common Resume Formats:

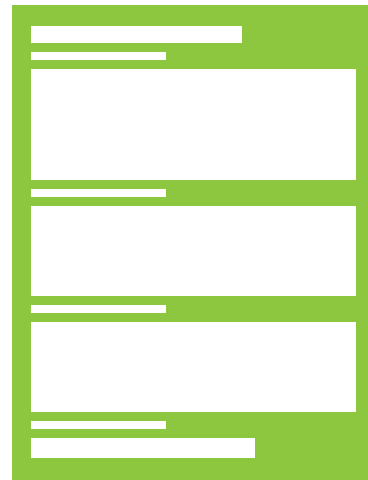
## 1) Chronological: (Recommended)



The most traditional resume format, and still the standard in most industries. This resume presents your academic and professional experiences in chronological order with your most recent experiences first. If you have recently graduated from undergraduate or graduate school, the education section should be listed first to highlight your academic qualifications. Otherwise, list your professional experiences at the top of the resume, followed by education, skills, and activities. See attached sample for formatting.

## 2) Functional:

Focuses more on your skills and less on particular experiences. Highlights accomplishments independently of employers.



## 3) Combination:

Combines the two formats to highlight specific skills across a career, while also listing employment history.

## The 30 Second Scan

After your resume is drafted and formatted, give it a 30 second scan. Many employers won't spend more than 30 seconds reviewing your resume. Ask yourself:

- Does this look professional? Do my eyes flow from entry to entry easily?
- Are my most important experiences and attributes highlighted?
- Do my job descriptions "pop" with specific information about my skills and experiences?
- Have I listed all of my educational, professional, and community service experiences?
- Have I included all of my specialized skills?
- Are there any typos or grammatical errors?



# Ideas for Describing JET Experience in Particular:

*(Thanks to JET Alum Victor Cabilla for compiling this list)*

## English Teaching

- Organized and implemented daily lessons for over 4,000 elementary and junior high school students.
- Improved English Language proficiency of Japanese Junior High students by providing instruction as a native speaker, and developing curriculum for language lessons.
- Provided independent classroom instruction, evaluated teaching materials, and monitored students' aptitude, ensuring the progress of each student.
- Overcame linguistic and cultural barriers to quickly become an effective and productive member of the teaching staff at a Japanese High School.
- Developed and implemented curriculum and teaching materials in conjunction with local Japanese English teachers for city's elementary and junior high schools.
- Taught English to junior-high and high school students; conceived lesson plans, graded tests; organized and led field trips.
- Responsible for the English language education of over 1000 junior high school students including classroom guidance and after-school tutoring, conducted training seminars for Japanese teachers, and led community-based English-speaking club.
- Taught English conversation and writing to over 600 Japanese high school students.
- Exhibited extreme flexibility and adaptability: over the course of one year, taught over 2500 students with 26 different teachers at 9 schools.
- Over the duration of three years I instructed approximately 5,600 students ranging in age from 5 to 17 years old. Evaluated students' speaking, reading, writing, and listening abilities. Designed, planned, and implemented lesson plans and supported over 60 teachers from 10 schools. Motivated students to diligently study the English language and encouraged their interest in foreign cultures.
- Expanded English education, arranged charities and coordinated international relations.
- Organized and implemented daily lessons for over 4,000 elementary and junior high school students.
- Taught English language and American culture at 7 different middle schools. Worked with over 40 teachers in promoting better educational experience for middle school students.

- Coordinate school activities; Plan daily lessons; Direct oral communications program; Review lessons.
- Selected by Japanese Ministry of Education and Ministry of Foreign Affairs to help promote foreign language education and grassroots internationalization in Japan; coordinated with Japanese teachers to plan, prepare and conduct 17 classes a week at 2 high schools.
- Launched English Curriculum for Japanese high school students. Taught fourteen classes a week.
- Collaborated with Japanese English language teachers to develop lesson plans and organize school and local community events.
- Designed syllabi, planned lessons, and created activities and materials for 14-18 classes a week.
- Only native English speaker at large public school; served as a translator, resource and advisor to over 80 staff members on both English-related issues and cultural issues.

### **Conference/Workshop**

- Led workshops for Japanese teachers on creating interactive, student-centered activities in order to accelerate students' English language acquisition.
- Served as a moderator at the prefecture's Midyear Conference workshop series in which Japanese teachers of English and native English speakers discussed ways to improve team-teaching.
- Organized and developed presentations and workshops with international team of instructors for professional conventions on improving English oral communication.
- Coordinated Midyear Conference for three prefectures by organizing seminars, guest speakers and entertainment; also developed and produced conference information guidebooks for participants.
- Developed and taught seminar on cross-cultural communication for over 300 JET teachers.
- Organized and developed presentations and workshops with international team of instructors for professional conventions on improving English oral communication.
- Coordinated Midyear Conference for three prefectures by organizing seminars, guest speakers and entertainment; also developed and produced conference information guidebooks for participants.
- Developed and presented "Being a Woman in Japan" workshop to 50 other teachers.
- Organized events for 17 local JET teachers as group leader, acted as bilingual advocate.

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## Other Activities/Achievements

- Planned and conducted bilingual meetings to network with nine independent supervisors and 23 team members, requiring problem-solving, verbal and written communication skills, and cultural familiarity.
- Interpreted for various organizations; assisted the Board of Education supervisor in the bilingual revision of JET contract; represented town in welcoming foreign visitors.
- Selected by Board of Education to act as a judge for the annual province-wide English speech contest.
- Was given spotlight article in local newspaper for my efforts at improving language education in the city.
- Assisted in translating city hall materials, including travel brochures and letters, Japanese to English.
- Acted as a “cultural ambassador” which involved making presentations and serving as a general resource of English and American culture.
- Solidified ability to work with others while gaining valuable insight into Japanese culture and language.
- Wrote policy manual/city guidebook for foreign residents and successor.
- Developed student-centered lessons and produced classroom materials; evaluated and tested 350 students per term.
- Coordinated Midyear Conference for three prefectures by organizing seminars, guest speakers and entertainment; also developed and produced conference information guidebooks for participants.
- Trained incoming English teachers on working within Japanese offices and classrooms.
- Creating, designing and editing the bi-monthly school newsletter.
- Organized social, sporting, and community-oriented events, volunteer activities, and fundraisers as president of prefecture’s AJET chapter.

**See the JET Alumni Association LinkedIn Group for Relevant Discussions, including:**

[How do you describe your JET Programme job \(ALT/CIR\) in your resume/LinkedIn profile?](#)



# Transferable Skill Sets JETs Can Promote on Resume/C.V. and Applications:

Written for JETs by *Monterey Institute of International Studies A Graduate School of Middlebury College*

## 1. Classroom Instruction:

- Developing materials = research, understanding needs of target audience, adaptability & creativity
  - Preparing lesson plans = organization & time management, review & analysis
  - Working with faculty = team project planning
  - Planning activities = event management, fundraising (?), leadership
- 

## 2. Program Development & Management:

- Planning new lessons = developing and following a strategy; needs assessment
  - Researching information/resources = research & utilization
  - Developing a language club = management, leadership, initiative
  - Creating a sister-city initiative = evaluation, needs assessment, management
  - Interviewing/meeting with students = capacity building
  - Needs assessment
  - Coordinating events/visits = project management, time management, marketing
  - Writing brochures/preparing documents/developing materials = writing, editing, marketing, needs assessment, analysis & evaluation
  - Evaluating/presenting results = recommendation & best practices; program evaluation
  - Making recommendations/best practices
  - Working with challenging situations/environments/individuals = best practices, evaluation, project management
- 

## 3. Leadership/Public Speaking/Presentations:

- Assessing your target audience needs to acquire specific information & ideas = needs assessment, SWOT, recommendations/best practices
  - Multilingual communication & sensitivity = cross-cultural awareness, flexibility, capacity to work in challenging/unfamiliar environments
  - Technology use = training, technology use/capacity to acquire and utilize technology when relevant
  - Public relations/media/journalism/creative writing
- 

## 4. Counseling/Advising/Training:

- Multi-cultural sensitivity = capacity to adapt & connect
- Ability to communicate needs/interests = information transition, analysis & evaluation
- Developing and presenting materials/ideas = project management, marketing, training, debriefing, evaluation, information dissemination
- Multilingual ability = capacity to train/acquire language as needed; use of language with key examples
- "Hands-on" experience & knowledge = practical experience/field experience, transition from classroom to boardroom, etc
- Public relations = media "savvy"

# ADDITIONAL RESUME GUIDES

Many JETAA, AJET and local JET groups have created their own resume guides or modified the ones presented here to suit their needs. Feel free to take a look:

[JETAA DC handbook for returning JETs \(2010, Pg 18\)](#)

[AKITA JET](#)


[OFFICIAL AFTER JET GUIDE](#)

[JETAANY RESUME EXAMPLES](#)

[AJET](#)







# RETURNEE GUIDES

You are still on JET, but looking at Returnee guides can give you a heads-up on what to expect when you leave the JET Programme. Take a look at these particularly stellar returnee guides produced both by AJET and JETAA groups:

[JETAADC](#)

[Gifu JETs returning handbook from 2011](#)

[Saitama AJET](#)

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# REFERENCE LETTERS

Your Contracting Organization has access to a document called the Ninyou Dantai-you Manyuaru/ 任用団体用マニュアル. In this manual there are outlines (in Japanese) on how to write a reference letter and what information should be included for JET Programme Participants. This can be found [on the JET Programme Website](#) and you should request that your CO or supervisor access it in order to write a reference letter for you.

Chapter 4 “[Post-JET Employment](#)” of the After JET Guide put out by CLAIR contains a lot of useful information regarding requesting reference letters from employers.

The following reference letter example (in English) can be found in the [Gifu JETs returning handbook guide 2011, page 47](#) a Japanese version of this example can be found in this guide in the [推薦状 section](#).

# Letter of Recommendation

To Whom it May Concern,

**(Full Name)** was employed at the **(Workplace Name)** in the position of **Coordinator for International Relations (CIR)** on the Japan Exchange and Teaching (JET) Programme from **(Start Date)** to **(End Date)**. It has been a pleasure to know and work with **(Name)**, and it is an honor to have the opportunity to write a letter of recommendation for such an outstanding employee.

**(Name)** majored in **(Major)** at the **(University Name)**, **(Country Name)**, and has an excellent command of Japanese. In **(Month Year)**, **he/she/they** passed Level 1 of the Japanese Language Proficiency Test, and **his/her/their** fluent Japanese enables **him/her/them** not only to conduct smooth communication with **his/her/their** colleagues, but to carry out **his/her/their** duties with ease. **(Name)**'s advanced Japanese skills are enhanced by **his/her/their** extensive knowledge and profound understanding of traditions and culture of Japan as well as **(X)** Prefecture. **He/She/They** approached **his/her/their** assigned duties with an extremely strong sense of responsibility, and possesses an impressive ability to fulfill **his/her/their tasks** promptly and accurately. **(Name)**'s dedication to **his/her/their** work earned **him/her/them** the respect and trust of all **his/her/their** colleagues. While retaining **his/her/their** own individuality, **his/her/their** amicable and cooperative nature makes **him/her/them** highly adaptable to different cultures and working environments.

During **his/her/their** tenure, **(Name)** made invaluable contributions to the promotion of international exchange relations. **His/Her/Their** duties, all of which **he/she/they has/have** performed with a sincere and positive attitude, covered a wide range of international issues. They included **(Language)** interpretation and translation; instruction of **a/an (Language)** language course; cultural classes about **(Country Name)**; local school visits; and the presentation of lectures on various topics. **(Name)** worked closely with other employees at the **(Workplace Name)**; CIRs from other countries as well as with employees of the Japan International Cooperation Agency (JICA) **(Prefecture)** Office. **(Name)** was actively involved in planning and executing a number of international exchange programs with local residents. Throughout **his/her/their** tenure, **(Name)** also provided various kinds of support and advice to other CIRs, earning **him/her/them** their trust and confidence.

**(Name)** played a central role in planning, managing and promoting the **(Event Name)**, organized by the **(Workplace Name)** annually, in **(Year)** and **(Year)**. Thanks to **his/her/their** great efforts and contributions, **(the event)** was a great success, helping participants to gain a better understanding about **(\_\_\_\_\_)** and **(\_\_\_\_\_)** in foreign countries.

In addition to **his/her/their** official duties at the **(Workplace Name)**, **(Name)** also participated in activities and programs organized by the Japan-**(Country Name)** Association **(Prefecture)** Chapter and other local international relations groups, through which **he/she/they** greatly contributed to the advancement of international understanding and exchange. In **(Year)**, **(Name)** traveled to **(Country)** to join volunteer activities and provide assistance to **(\_\_\_\_\_)**. **(Name)** remains strongly committed to assisting and supporting people in **(\_\_\_\_\_)** through such activities as **(\_\_\_\_\_)**.

During **his/her/their** time on the JET Programme, **(Name)** enjoyed traveling around Japan, seizing opportunities to expose **himself/herself/themself** to unique Japanese culture. **He/She/They** remains highly motivated in understanding and appreciating Japanese traditions and culture, which is demonstrated by **his/her/their (regular practice of the traditional Japanese instrument name)**. During **his/her/their** time in **(X)** Prefecture, **(Name)** was very active in various fields of international exchange. **He/She/They** made immeasurable contributions to the promotion of international exchange between Japan and other countries, not only through **his/her** remarkable efforts at the **(Workplace Name)**, but also through services **he/she/they** afforded to the **(X)** Prefectural Government's numerous other departments. Given **his/her/their** excellent abilities, not to mention **his/her/their** sincere nature and strength of character, I strongly recommend **(Name)** as a worthy addition to any workplace.

Yours sincerely,  
**(Kacho Name)**

Director  
**(X)** Division  
**(Address)**

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# NETWORKING



## Tips from JETAANY

- Remain in touch with people you already know. Follow up with them using emails, cards, social media, or short messages.
- Keep your social media sites appropriate for the general public. Not only will future employers or people you meet at events check there, they will also use what they see to determine if you are a good fit for their company or not.
- Update your LinkedIn profile often, or create one if you haven't already. (Make sure your photo looks professional and presentable.)
- Use alumni boards, groups and services offered by your university and other organizations. People who share common ground with you will be extremely willing and happy to talk and help if they can.
- Focus on learning from the person, and helping them in return. What can you teach me? How can I help you?
- Google yourself. Would you hire you?
- KNOW yourself. If you use these resources to discover who you are, what you want to do, where you want to work, what your strengths are and more, you will be able to effectively communicate this with new and old contacts.
- Create a goal for yourself before each event. "I am going to collect 5 business cards!" or "I'm going to speak with at least four new people."
- Fewer, more meaningful connections will mean more than a stack of business cards. Send thank you notes and follow-up emails that evening, or at least the following morning.
- Add some personal information about your conversation, and ask if they'd like to continue the discussion over coffee.

- 
- Networking (aka meeting new people) does not have to be limited to business related social events. You might meet the right person in a very unexpected location. Keep business cards in your wallet for such times.
  - If you're meeting new people, dress well and pay attention to your general appearance and hygiene. Also, remember to smile! Speak about positive things, otherwise people may associate you with a negative interaction.
  - Think about networking as a long-term activity, not just when you need a new job. Don't worry about "selling yourself." You'll be able to do that unconsciously by the topics you discuss and how you present yourself. You don't have to talk about all of your accomplishments and job titles to date.

**Worth spending a little money on:**

- Attending events. Aim for 2 or 3 a week if you are unemployed. You might have to spend some money on food or transportation, but meeting people in person is the most effective way to land your next job.
- Getting yourself some business cards. They don't have to be fancy or expensive. You can even get some for free from [vistaprints.com](http://vistaprints.com) if you opt to let them advertise their name on the back, or you can print your own.
- Taking the time to treat your connections to coffee or lunch.
- Owning at least one formal business suit for more formal events and/or interviews.



# Additional tips from Jet Alumni

**Mari Rueter**  
Tokushima  
2009-2014

If you have an English conversation group that you teach, get to know your students outside of classes. Any time you meet someone in your profession of interest through friends, keep in touch with them. Facebook has been a big help for me since I know so many different people. I have had friends contact me when they find out I'm friends with someone who works at a company they are interested in. Don't be scared to ask for an introduction, just put yourself out there.

You will network organically if you find something to volunteer your time in. You will also find out about passions you may not have realized, and more importantly you may discover what you don't want to do. The more experiences you allow yourself to have, the more likely you will figure out what kind of work you want to build a career in. I joined Hyogo AJET as the volunteer librarian and that ultimately became my career (with a few stumbling blocks when I got back to the US).

**Adam H. Lisbon**  
Hyogo, 2004-2007

**Joe Moore**  
Saga  
2010-2013

Join your local and national AJET, run for office for AJET and get yourself involved in the community. Place yourself inside the groups you eventually want to know, whether they be local or national Japanese groups or professional organizations that exist in multiple countries.

- Don't be afraid to reach out to people and ask for help. Most people will help if you ask in the correct way.
- Have a plan; do not just use LinkedIn or other tools to build a list of connections. Reach out to people online and follow-up with real world meetings.
- Ask smart questions about people's career paths and really listen to their advice.
- Utilize the network of JET alumni.
- Start working on this while you are in Japan; it is so much harder to do once you get home.

**Robert Corder**  
Fukuoka  
2003-2006

**Brad Crawford**  
Osaka  
2005-2008

Express interest in your desired field to as many people as possible. In Japan, I find that once people have a sense of what you want to pursue they will actively look for opportunities to help you expand your network. I also found that new connections would come from unlikely people; don't hesitate to mention your career goals or interests to anyone in your immediate circles or even coworkers or people who you may not be THAT close to. Japan's social circles can be hard to crack without introductions from established people.

# Chambers of Commerce

Chambers of commerce in Japan often hold networking events for current members and non-members. These networking events can be potential opportunities to meet employers or further your professional network if you are interested in starting a business in Japan. Additionally, your national chamber of commerce in Japan can support you in your entrepreneurial goals. Many of the chambers utilize social media, often Facebook or LinkedIn, so you can keep abreast of any open networking events they may host.

- [Australia-New Zealand Chamber of Commerce](#)
- [Belgium-Luxembourg Chamber of Commerce](#)
- [Brazilian Chamber of Commerce in Japan](#)
- [Canadian Chamber of Commerce in Japan](#)
- [Chinese Industry Association in Japan](#)
- [Danish Chamber of Commerce](#)
- [Finland Chamber of Commerce in Japan](#)
- [French Chamber of Commerce in Japan](#)
- [German Chamber of Commerce in Japan](#)
- [Ireland Chamber of Commerce in Japan](#)
- [Italian Chamber of Commerce](#)
- [Korea Chamber of Commerce and Industry](#)
- [Mongolian National Chamber of Commerce](#)
- [Norway Chamber of Commerce in Japan](#)
- [The Philippine Chamber of Commerce](#)
- [Polish Chamber of Commerce in Japan](#)
- [Romania Chamber of Commerce](#)
- [Swedish Chamber of Commerce in Japan](#)
- [Swiss Chamber of Commerce and Industry](#)
- [Turkish Chamber of Commerce](#)
- [UK Chamber of Commerce in Japan](#)
- [American Chamber of Commerce in Japan](#)

# Embassies in Japan

Embassies are often in contact with JETs for a variety of reasons. Not only is it personally beneficial to be aware of your embassy in case of disaster or emergency, they occasionally host events in which JETs may be welcome or invited along with other nationals. This can provide you with a chance to network, become acquainted with other nationals from your country engaged in other industries, or even Japanese nationals or other international residents who are affiliated with your country. Included below is a list of accessible websites for embassies in Japan who are participating countries in the JET Programme.

<a href="#"><u>Argentina</u></a>	<a href="#"><u>China</u></a>	<a href="#"><u>India</u></a>	<a href="#"><u>Malaysia</u></a>	<a href="#"><u>Poland</u></a>
<a href="#"><u>Austria</u></a>	<a href="#"><u>EU</u></a>	<a href="#"><u>Ireland</u></a>	<a href="#"><u>Mexico</u></a>	<a href="#"><u>South Africa</u></a>
<a href="#"><u>Australia</u></a>	<a href="#"><u>Fiji</u></a>	<a href="#"><u>Italy</u></a>	<a href="#"><u>Nepal</u></a>	<a href="#"><u>Spain</u></a>
<a href="#"><u>Belgium</u></a>	<a href="#"><u>Finland</u></a>	<a href="#"><u>Jamaica</u></a>	<a href="#"><u>New Zealand</u></a>	<a href="#"><u>Thailand</u></a>
<a href="#"><u>Bosnia</u></a>	<a href="#"><u>France</u></a>	<a href="#"><u>Kenya</u></a>	<a href="#"><u>Peru</u></a>	<a href="#"><u>Turkey</u></a>
<a href="#"><u>Canada</u></a>	<a href="#"><u>Germany</u></a>	<a href="#"><u>Korea</u></a>	<a href="#"><u>Philippines</u></a>	<a href="#"><u>United Kingdom</u></a>

# Interviewing

For tips on how to conduct a successful job search and perform well during an interview, take a look at these presentation materials from the [AFTER-JET Conference](#) hosted by [CLAIR](#).

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# JOB SEARCHES

## **AJET Job listings FB Group**

A Facebook group for JETs and JET alumni created to share jobs which may be of particular interest. Postings can come from a variety of sources and seek to be relevant to a number of nationalities. Individuals are welcome to post or to browse posting made by National AJETs Director of Alumni Resources.

## **JET Wit**

An active website run by JET Alumni which regularly posts jobs. Some jobs are cross posted between the JETAA and AJET groups.

# Job Search Engines and Recruitment by Country

## Asia

### China

- [China Splash](#)
- [MyChinaCareer](#)
- [JAC Recruitment China](#)
- [Pasona China](#)

### Hong Kong

- [JAC Recruitment Hong Kong](#)
- [Pasona HK](#)

### Korea

- [JAC Recruitment Korea](#)
- [Pasona Korea](#)

## Europe

### Ireland

- [Languages Initiative Ireland](#)
- [Japanese Language Teachers of Ireland](#)
- [IDA Ireland](#)

## Oceania

### Australia

- [Seek.com](#)
- [Freelancer.com](#)
- [Gumtree](#)
- [Glassdoor](#)

### New Zealand

- [Seek.co.nz](#)
- [Trademe.co.nz](#)
- [Jobs.govt.nz](#)

### United Kingdom

- [JAC Recruitment](#)
- [Adzuna](#)
- [Perfect](#)
- [Centre People](#)
- [People First](#)
- [Civil Service Job Search](#)
- [London Times Higher Ed Jobs](#)
- [Jobs.ac.uk](#)
- [Charity Job](#)
- [Gumtree](#)

### India

- [JAC Recruitment India](#)
- [Pasona India](#)

### Vietnam

- [JAC Recruitment Vietnam](#)
- [Pasona Vietnam](#)

### Singapore

- [Job Street](#)
- [Jobs DB](#)
- [Jobs Central](#)
- [JAC Recruitment Singapore](#)
- [Pasona SG](#)
- [Gumtree](#)

## North America

### Canada

- [Government of Canada Jobs](#)
- [Indeed Canada](#)
- [Peppy Kids Club](#)
- [Workopolis](#)
- [JobBank](#)
- [Upwork](#)
- [Talent Egg](#)
- [Kijiji](#)
- [Eluta](#)
- [Career Builder](#)
- [Link Up](#)
- [Pasona](#)

- [People Per Hour](#)

- [Universal Jobmatch](#)
- [Job and Talent](#)
- [Glassdoor](#)
- [Link Up](#)

### Scotland

- [S1 jobs](#)
- [Goodmoves](#)
- [My Job Scotland](#)

## Africa

### South Africa

- [Jobmail](#)
- [Career Junction](#)
- [Careers24](#)
- [Ananzi](#)
- [Gumtree](#)

### Caribbean

- [Career Jobs Online](#)
- [Caribbean Jobs](#)
- [Dicel Group](#)

### Jamaica

- [Jamaican Jobs Online](#)
- [Gleaner Classifieds](#)

### USA

- [Chronicle of Higher Education Career jobs](#)
- [Higher Ed Jobs](#)
- [National Association of Japan-America Societies \(NAJAS\)](#)
- [American Association of Community Colleges](#)
- [Glassdoor](#)
- [Careerbliss](#)
- [Careers in Government](#)
- [Simply Hired](#)
- [USA Jobs.gov](#)
- [CHENO](#)
- [National Association of Japan America Societies](#)
- [Career Forum](#)
- [Japanese Jobs](#)
- [NY Times Job Market](#)
- [Career Journal](#)
- [Hotjobs](#)
- [Monster](#)
- [Flipdog](#)
- [Yahoo Careers](#)
- [Job hero](#)
- [Pasona](#)

# Worldwide Resources:

- [Aquarius Translation/localization](#)
- [Academic 360](#)
- [Career Structure](#)
- [Career Engine](#)
- [The Chronicle of Higher Education](#)
- [Dave's ESL Café](#)
- [ESL Job Find \(Asia\)](#)
- [ESL Teachers' Board](#)
- [Foreign Language Teaching Forum](#)
- [Indeed Worldwide](#)
- [The International Association for the Exchange of Students for Technical Experience](#)
- [International House Recruitment Center](#)
- [Language Magazine](#)
- [Pasona](#)
- [Proz Translation](#)
- [Relief Jobs](#)
- [Research Gate](#)
- [Teacher port](#)
- [TEFL Professional Network](#)
- [TESall All TESOL](#)
- [TESOL International](#)
- [Translation Zone](#)
- [Tsuyaku-Honyaku Kan \(Interpreter & Translator House\)](#)
- [Visahunter.com](#)
- [Yahoo! Groups Translation Jobs](#)









# ENTERING THE W



A vibrant night scene of a Japanese city street. In the background, a modern glass skyscraper is illuminated with blue and white lights. A large, bright yellow and green light panel is visible on the building's facade. To the right, a large vertical advertisement for 'GRAND' is visible. In the foreground, a white taxi with a red and white emblem and the license plate '472' is partially visible. The street is filled with colorful light trails from moving vehicles, creating a sense of motion and energy. The overall atmosphere is one of a bustling, modern urban environment.

# JAPANESE ORKESTRAL FORCE

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# 推薦状

## Reference Letters

Your Contracting Organization has access to a document called the Ninyou Dantai-you Manyuaru/ 任用団体用マニュアル. In this manual there are outlines (in Japanese) on how to write a reference letter and what information should be included for JET Programme Participants.

This can be found on the JET Programme Website: <http://jetprogramme.org/ja/e/current/pubs/after.html>

Chapter 4 “Post-JET Employment” of the After JET Guide, put out by CLAIR has a lot of useful information regarding requesting reference letters from employers.

The following reference letter example (in 日本語) can be found in the Gifu JETs returning handbook guide 2011, page 49

# 推薦状

(氏名)

(大学名) 大学 (専攻)、(専攻) 専攻 (〇〇〇〇年卒業)  
岐阜県国際交流員 (〇〇〇〇年〇月~〇〇〇〇年〇月)

勤務先：(勤務先)

(名前) 交流員は、〇〇〇〇年〇月から〇〇〇〇年〇月までの〇年間にわたり、JET プログラムにおける岐阜県国際交流員として(勤務先)にて勤務した。

各種事業における(言語)通訳及び翻訳業務をはじめ、(言語)講座・(国名)文化サロンの開催、県内学校訪問、講演会等に積極的かつ真摯な態度で取り組んできた。また、他の職員、国際交流員、また(JICA)の(県)デスクと協力し、県民と交流するイベントの企画・実施や在住外国人からの各種相談など幅広い業務に従事した。

特に、毎年実施している(勤務先)行事の一つである「」は自らが企画・運営・PR活動し、事業の成功に貢献した。また、他の交流員からの相談に対する的確なアドバイスを行い、多くの信頼を得ている。

同(勤務先)における業務のみならず、日本(国名)協会(〇)県支部や市町村国際交流協会等の行事にも積極的に関わり、県内における国際理解や国際交流の促進に貢献した。さらに、〇〇〇〇年には、(国名)に赴き、( )を支援するため、ボランティア活動に参加したり、また自ら( )等、( )支援積極的に関わっていこうとする意欲も非常に高い。休暇を利用して国内各地を回り異文化を吸収し、また、( (日本固有の楽器)を習う)等、日本の伝統・文化を理解しようとする真摯な姿勢が見られる。

大学での日本語専攻の経歴から、日本語に堪能であり、〇〇〇〇年〇月には、日本語能力試験の1級を取得しており、日本並びに(県)の伝統・文化を理解したコミュニケーションを図ることができる。日常会話はもちろん、通常業務を十分に遂行できるレベルの語学力があり、各種業務に対する責任感が非常に強く、業務を的確かつ迅速に処理する高度な能力を有している。明朗かつ誠実な人柄で好感が持て、自らのアイデンティティーをはつきり主張ができる一方、異文化適応能力にも富んでいる。

日(国)両国の交流の幅広い分野にわたり、(県)県や(勤務先)ならびに県下の各種機関の国際交流事業の実施に対する功績が顕著であり、(県)県の国際交流の推進に多大な貢献をした。業務遂行能力に優れているだけでなく、誠実な人柄であり、非常に優秀な人物である。

平成〇〇年〇月〇日

(住所)

(〇〇) 課長 (〇〇) (〇〇)



Write the date you filled in a resume

Attach the latest photograph (within 2cm)

Write current address completely

Write the name of school, course and area

履 歴 書 (Resume)

フリガナ (Name in Katakana) ワトソン アンドリュー

氏 名 (Full Name) Watson Andrew

Photograph (写真)

Size Length 3.6 ~ 4.0cm Width 2.4 ~ 3.0cm

生年月日 (Date of birth) 2009年 10月 7日

性別 (Sex) 男

〒 (Postcode) 460-0008

現住所 (Current Address) アイチケン ナゴヤシ チクサク チヨダバシ

電話番号 (Telephone no.) 052-264-xxxx

学校歴 (Educational Background)

チュウガッコウ ソツギョウ : Junior high school graduate

コウコウ ニュウガク : High school admission

コウコウ ソツギョウ : High school graduate

ダイガク ニュウガク : University admission

ダイガク チュウタイ : University dropout

年 (Year)	月 (Month)	学 歴 (Educational Background)
1991	3	×× チュウガッコウ ソツギョウ
1994	4	△△ コウコウ ニュウガク
1998	3	△△ コウコウ ソツギョウ
1998	4	〇〇 ダイガク ニュウガク
2002	3	〇〇 ダイガク ソツギョウ
年 (Year)	月 (Month)	職 歴 (Employment History)
1998	4	ライニチ
1998	6	〇〇 カブシキガイシャ ニュウシヤ
		TVブヒン ケンサ
2003	8	〇〇 カブシキガイシャ タイシヤ
2004	5	△△ ジドウシヤ ニュウシヤ
		クルマブヒン ヨウセツ、ブ
2008	12	△△ ジドウシヤ タイシヤ
2010	6	□□ コウギョウ ニュウシヤ
		クルマブヒン ヨウセツ、ブ
2010	12	□□ コウギョウ タイシヤ

Write the name of company and job description

ライニチ : landing in Japan  
 ニュウシヤ : joining a company  
 タイシヤ : resigning from a company

TVブヒン  
 ケンサ  
 クルマブヒン  
 ヨウセツ  
 プレス  
 チョウリホジョ  
 カイタイ  
 コンボウ  
 ハコツメ

# 履歴書

# 職務経歴書

## Japanese Resumes

ふつうじどうしゃめんきょ しゅとく Acquisition of driver`s license  
 フォークリフトめんきょ しゅとく Acquisition of folk lift driver`s license  
 にほんごのうりよくしけん 4きゆう Level 4 of Japanese language Proficiency

年 (Year)	(Month)	免許・資格 (Qualification)	在留資格 (Status of Visa)
2003	8	フツウジドウシャメンキョ シュトク	テイジユウシヤ
2005	5	フォークリフトメンキョ シュトク	
2008	12	ニホンゴノウリヨクシケン 4キユウ シュ	
在留年数 (Years of residence in Japan)		4 年 10 月 7 日	
在留資格 (Status of Visa)		テイジユウシヤ	
在留期限 (Terms of validity of Visa)		(Year)	(Month) (Day)
		2013 年	11 月 7 日

**在留資格**  
 えいじゆうしゃ : Permanent resident  
 ていじゆうしゃ: Long term resident  
 にほんじんのはいぐうしゃ  
 : Spouse or child of Japanese national  
 えいじゆうしゃのはいぐうしゃ  
 : Spouse or child of permanent resident  
 かぞくたいざい  
 とくべつかつどう

希望動機 (Reasons)	通勤時間 (Time spent commuting)	扶養家族数 (the number of dependents (except spouse))	配偶者の扶養義務 (Support obligation of spouse)
希望動機 ヤリガイヲ カンジルシゴトニ ツキタイト オモイ オウボシマシタ。	(About) (Hours) (Minutes) ヤク 約 1 時間 分	扶養家族数 (配偶者を除く) the number of dependents (except spouse) 2 人(people)	配偶者 (Spouse) (Yes) ・ (No) ※ <input checked="" type="radio"/> 有 <input type="radio"/> 無
希望動機 〇〇ノ ケイケンヲ イカシタク オウボ シマシタ。			配偶者の扶養義務 (Support obligation of spouse) (Yes) ・ (No) ※ <input type="radio"/> 有 <input checked="" type="radio"/> 無
希望動機 テンショクヲ キカイニ セイシャイントシテ ハタラクタイト オモイ オウボシマシタ。			

本人希望記入欄 (本人希望記入欄 (特に給料・職種・勤務時間・勤務地・その他の希望があれば記入))
Describe if you have requests in salary, job types, working hours, place of employment and others
本人希望記入 トクニナシ  〇ジ~△ジノ シュウロウヲ キボウシマス。  〇ヨウビ~△ヨウビノ シュウロウヲ キボウシマス。

英語 (English version)

The following resumes are several examples from Access J and the Nagoya Employment Center for Foreigners. Please feel free to use these as templates or guides when writing your own resumes. Refer to their websites for more detailed explanations.

- Nagoya Employment Center for Foreigners: (1) (2)
- Victor Aye Chan
- ACCESSJ
- Akita JET
- Franchir

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# 日本求人 サイト

## Japan Job sites

- [Career forum](#)
- [Daijob](#)
- [Dave's ESL Cafe](#)
- [E-Central](#)
- [GaijinPot](#)
- [Gigajob Japan](#)
- [Interac](#)
- [JapanJobs.jp](#)
- [Japanzine Jobs](#)
- [Japan Times Job Finder](#)
- [JapanEnglishTeacher](#)
- [JCareer.com](#)
- [JobCube](#)
- [Jobs In Japan](#)
- [Ohayo Sensei](#)
- [MyShigoto](#)
- [National Association of Japan-America Societies \(NAJAS\)](#)
- [Temp Staff Universal](#)
- [Top Language Jobs \(日本語\)](#)

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# 募集と雇用 センター

## Recruitment and Employment Centers

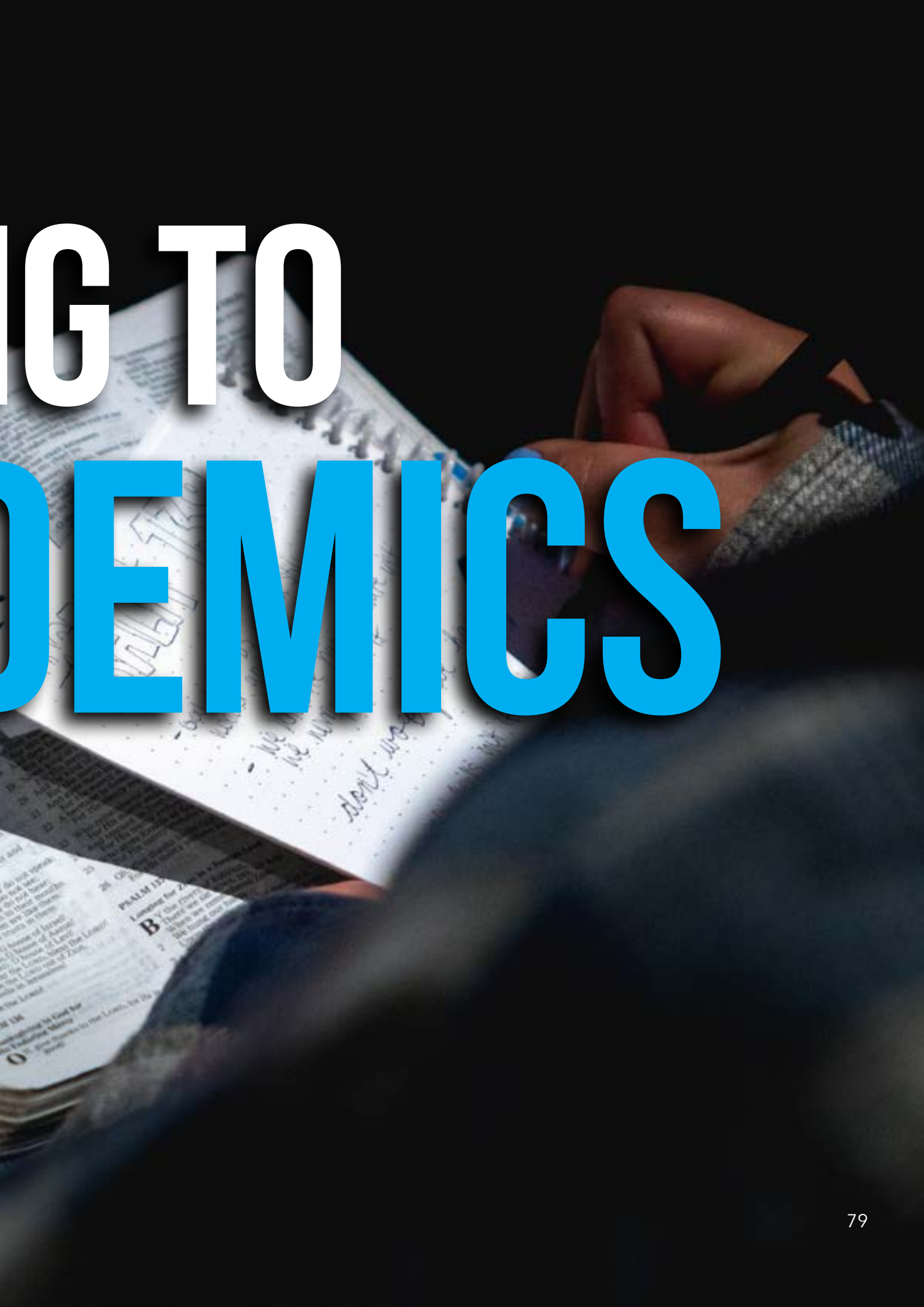
- [Hello Work](#)
- [JAC Recruitment Japan](#)
- [Job-Net](#)
- [Nagoya Employment Service Center for Foreigners](#)
- [Osaka Employment Service Center for Foreigners](#)
- [Pasona](#)
- [Tokyo Employment Service Center for Foreigners](#)
- [Tsubasa Inc.](#)

# RETURNING ACAD

Much like reentering the workforce in your home country, or even Japan, the process of returning to academics can happen after you've finished your JET contract or at any time after you've decided you'd like to finish your term on JET. That means that your return to academics can begin before you've left Japan. If you'd like to jump right into a program directly after your contract, the process of researching and applying to schools begins long before the start of your first, second (third or fourth) recontracting period begins. The After-JET Guide provided by CLAIR, Chapter 3, "[Further Education](#)" provides valuable insights and anecdotes about the process of application and motivations for continuing on in your education.



# ING TO DEMIICS





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# APPLICATION TIMELINES

Princeton Review writes a detailed application timeline which is useful not only for most universities in the USA, but also worldwide. For the schools you are applying to, you must of course check the examination requirements and application deadlines.



**May:** Begin researching grad schools. Take a GRE practice test. Your GRE score will help you determine how much preparation you'll need for the real deal.

**June:** Study for the GRE (USA). Register for the GRE general test if necessary.

**July:** Request information from schools that interest you. Consider paying a visit to your alma mater to meet up with a few former professors. They can recommend good programs and may even help you make some connections.

**August:** Take the GRE general test. If you're not happy with your scores, sign up to take it again. Begin drafting your statement of purpose.

**September:** Register for the November GRE subject test (if necessary). Finalize your list of prospective schools, and familiarize yourself with the professors who share your research interests at each school. Contact your recommenders. Keep polishing your statement of purpose.

**October:** Request official transcripts from your undergraduate institution. Send your recommenders supplemental materials (resume, personal statement, etc.) that they can use as a reference. Make contact with students and professors at your prospective schools. Arrange a campus visit if you can.

**November:** Have someone in the field and a few smart (and honest) friends read over your personal statement. Take the GRE subject test; make sure that your scores will be sent directly to schools.

**December** Complete and submit all grad applications, keeping copies of every section for your records. Verify that your recommendations have been sent.

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# GRADUATE SCHOOL RECOMMENDATIONS BY JET ALUMNI

The following are graduate school recommendations by JET alumni, based on attendance, acceptance and interest of past and current JET Programme participants. More detailed information can also be found on the [National AJET website](#) and the [JETWit.com website](#).

## **Japanese Language Study**

Middlebury Institute of International Studies (Monterey, CA)- Alumni of the Japan Exchange and Teaching (JET) Program are eligible for a guaranteed \$10,000 annual scholarship to our master's programs at the Middlebury Institute.

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## **International Relations/Policy/Cultural Study**

Columbia University - School of International and Public Affairs (SIPA) (New York, NY)

Columbia University - Dept. of East Asian Languages and Cultures (New York, NY) - Financial aid fellowships are also offered every year as well as student teaching appointments and partial scholarships.

Columbia University - Weatherhead East Asian Institute (New York, NY)

Monterey Institute of International Studies (Monterey, CA) - Offers programs in topics including International Policy Studies, Translation & Interpretation, Language Teacher Education, and International Business.

The New School (New York, NY) - International Affairs Program.

School for International Training (SIT) (Battleboro, VT)

Second Language Studies MA Program, University of Hawai'i at Manoa (Honolulu, HI)

Washington University in St. Louis - MA in East Asian Studies (St. Louis, MO) - According to a JET alum who did the program, one of the attractive features of Washington University is that there are two joint program options, JD or MBA, that you can do together with the MA He adds that Washington University also offers tuition breaks.

Stanford University - The Center for East Asian Studies (CEAS) (Stanford, CA) - Stanford offers an MA in East Asian Studies that takes 1-3 years to complete. The university also offers dual and joint degree programs with other departments including law (MA/JD), business (MA/MBA), and the Stanford Teacher Education Program.

American University - School of International Service (SIS) (Washington, DC) - American University's top-ten ranked School of International Service (SIS) offers master's degrees in international relations online, enabling you to advance your career and gain a master's degree while you teach in Japan.

The International Training and Education Program (ITEP) at American University (Washington, D.C.)- Recruits JET alumni for their international work experience, cultural exchange skills and interest in international education. ITEP offers up to 6 credits (3 credits per year) to JET alumni towards a 36 credit Master's degree in International Training and Education.



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## Business Schools

Washington University in St. Louis - Dual MA/MBA Program in East Asian Studies (St. Louis, MO)

Cornell University Johnson Graduate School of Management (Ithaca, NY) - The school has had many former JET students (and even a professor) pursue its program and also offers a dual MBA/MA in Asian Studies degree.

Lauder Institute at the University of Pennsylvania (Philadelphia, PA)

Moore School of Business (University of South Carolina), International MBA Program (Columbia, SC) - Ranked as the #2 International Full-time MBA program by US News & World Report.

Thunderbird School of Global Management (Glendale, AZ) - Ranked as the #1 International Full-time MBA by US News & World Report.

## Technology/Engineering/ Technical

University of Washington - Technical Japanese Program (Seattle, WA) -A number of JET alums have graduated from this 2-year Master's degree program which combines the study of Engineering or Technical Communication and Japanese.

University of Wisconsin - Masters in Technical Japanese (Madison, WI) - The University of Wisconsin-Madison has been named #1 by US News and World Report for its online graduate engineering programs.

## Law Schools

Washington University in St. Louis - Dual MA/JD Program in Law and East Asian Studies (St. Louis, MO) - Washington University offers a joint program where you can obtain a JD together with an MA

Columbia University Law School (New York, NY) - It is the first law school to offer courses to its students on Japanese Law. Columbia also has a Center for Japanese Legal Studies which promotes research on Japanese Law.

University of Washington Law School (Seattle, WA) - This law school has an Asian Law Center with excellent Japan-related resources and professors.

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# FELLOWSHIPS AND GRANT OPPORTUNITIES

The following are JET Alumni Recommendations. Because we know the process of applying and attending schools starts long before a JET Programme participant leaves the program, included are rough timelines to help guide you through three of the most highly utilized and recommended fellowships and scholarships – [the Japanese Government Monbukagakusho Scholarship \(MEXT\)](#), the Blakemore Freeman Fellowship and the Rotary Peace Fellowships. However, you should always check the organization’s formal requirements for specific details and to ensure you follow the application process accurately and in its entirety on their official websites. Following these, you can find several fellowships which are considered of potential interest to JET alumni. Additionally, [ProFellow](#) is a useful webservice for browsing various fellowships and academic opportunities globally.

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# Japanese Government Monbukagakusho Scholarship (MEXT) Scholarship

Drew Spain  
Toyama, 2013-2016

Japanese Government Monbukagakusho Scholarship (MEXT) - A scholarship funded by the Japanese government that is aimed at foreign students studying in higher education. There are 7 types of scholarships available. The application process takes about a year to complete and requires you to take an interview and an examination in your home country. There is an opportunity here to enter into an MA or PhD degree stream, while studying in a Japanese university for 18-24 months.

If you wish to apply for this scholarship, you will need a recommendation from a university that wishes to accept you and from an embassy or consulate general. If you wish to request a recommendation from your embassy, or would like more information about the application process, please visit the respective diplomatic mission websites of the Japanese Ministry of Foreign Affairs.

# Timeline:

The following is a general timeline for the *Embassy Recommendation Route* to the MEXT Scholarship based on experience applying for the 2017 MEXT Scholarship through the consulate in Boston, USA. There is also the University Recommendation track. As always, check the official MEXT website for more information as this timeline is only a guideline and may be lacking in some area or be outdated.

## Study Year Minus 1



### *January:*

Choose an area to study, and research Japanese universities that offer programs in that field. If looking to apply to an English program, research Global 30 or double check the one you want is indeed offered in English. If applying for a program offered only in Japanese, be honest about your Japanese ability. Attempting to complete a graduate program in Japanese with anything less than a reasonable score on JLPT N1 is overly ambitious. Be aware that when applying to individual schools they may require proof of N1 scores (Waseda's application suggests a 140). When choosing universities, be sure to check recent research done by the professors there to make sure it fits what you would like to do.

### *February - April:*

Begin writing your research plan. Include some literature review or research review done during a completed Bachelor's or Master's degree. In a separate section, write a detailed research plan for while you are in Japan, with a clear research goal and estimated timeline and why it must be done in Japan. If applying for a Japanese program, write the research plan in Japanese in no more than 3-4 pages.

Get feedback- Ask personal connections such as previous college professors to read it over.

Begin gathering materials – Read the application guidelines and gather materials such as college transcripts, diploma copies, letters of recommendation, certificate of health, abstract of Bachelor's thesis, etc. You do not want to be scrambling for these last minute.

**Note 1:** You will have to write the names of three potential advisers on your application, and some websites will advise you to contact them in advance. This is outdated. Most universities now insist that applicants only contact the professors once they have obtained a passing certificate from the embassy.

**Note 2:** You will most likely be applying for "research student" status unless you specifically take the entrance exam for a university prior to obtaining the scholarship and pass it. MEXT gives a maximum of two years for research student status, which means you have two years to study at the university without obtaining any credits but are free to take the entrance exam and pass it during that time to move on to a Master's or Doctor's degree course. When extending the scholarship to cover a new program, you have to submit another (shorter) application.



### *May:*

Submit your written application – Send to the embassy or consulate of Japan in your country of citizenship by mail, numbering all items. An incomplete application, much like JET, will result in an instantaneous rejection. Wait for notification of interview date.

### *June:*

Interview – Travel to the embassy or consulate for your interview date. (If you are a current JET you will have to fly to your home country; this is non-negotiable so save some 年休!) This will consist of an English test, a Japanese test and an oral interview with several professionals. The interview includes questions designed to assess if you are prepared to live in Japan for an extended amount of time, as well as understand your research. You must be able to explain your research to people who are not familiar with your area of interest. If you have written your plan in Japanese, it is not guaranteed all interviewers will have read it.

### *July & August:*

Congratulations! You passed the embassy selection and now have approximately one month to receive letters of acceptance from your three university choices. Be advised that this is summer vacation for Japanese universities and both office staff and professors may be slow to respond to any inquiries. To get the letters of acceptance, refer to guidelines given by each university (they differ). Some will have you contact your potential adviser directly by email; others will tell you to send a copy of your MEXT application to their office. Be prepared to have an interview with the potential adviser. Once you receive the letters of acceptance (at least one if not all three), mail them to your embassy/consulate.

## Study Year



### *January-February:*

Receive notice of acceptance of the scholarship. You may not receive flight information until March.

### *April:*

If you chose to begin your studies in April, you will fly to Japan and begin your life as a research student. Meet your adviser face to face and thank them for taking you on. Without them you literally wouldn't have the scholarship! Prepare for Master's or Doctoral entrance exam as soon as possible.

**Note:** If MEXT decides you need six months of Japanese training first; you may be located at a different university for the first half year for your Japanese language studies.





### *January-February:*

Receive notice of acceptance of the scholarship. You may not receive flight information until March.

### *April:*

If you chose to begin your studies in April, you will fly to Japan and begin your life as a research student. Meet your adviser face to face and thank them for taking you on. Without them you literally wouldn't have the scholarship! Prepare for Master's or Doctoral entrance exam as soon as possible.

**Note:** If MEXT decides you need six months of Japanese training first; you may be located at a different university for the first half year for your Japanese language studies.



### *October:*

If you chose to begin your studies in October, you will fly to Japan now!



### *Within 2 Years from Scholarship Start*

Successfully pass the Master's or Doctoral entrance exam of your choosing, and then notify MEXT so they can extend your scholarship. If you fail to pass, you will be sent home without a degree.

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# Blakemore Freeman Fellowship



Lillian Hart  
Director of Public Relations  
2016-2018

The Blakemore Freeman Fellowship is available for eligible US Citizens or permanent residents. It funds a year of study only at one of their selected programs. In Japan, that is only the Inter-University Center in Yokohama, a 10-month intensive program linked to Stanford University. Look at the programs they sponsor [here](#). For more details on the fellowship and how to apply, please check out [their website](#). You can use the following timeline as a guide, but please refer to official documents to ensure meeting of requirements.

# Timeline:



**July:** Applications open around July 1st. [This is the website](#) used to submit applications. Review the application in depth, including the essay prompt, official transcripts and other materials you need to send to the Blakemore Foundation. You will need a detailed list of language courses taken in college, plus the textbooks used in those courses, your resume/CV, a four-page essay, transcripts, list of honors/awards and to fill out the personal information section of their application online.

**August:** Contact your previous professors or employers over the summer to ensure they will get your letters of recommendation by the end of December. You need 2 LOR. If you are lucky, they can get it done early. You request the letters online and your recommenders send them directly to Blakemore.

**September:** Write a rough outline or first draft of your essay. The essay is four pages, but should showcase in depth experiences, talents, accomplishments and most importantly why and how you used these things to set you apart from other candidates. It is a good idea to ask a friend in academia or a previous professor to give advice on your essay.

**October:** Have a second (third and fourth) read through your essay. Get the opinions of many people.

**November:** Send reminders to your professors about the letters of recommendation. You need 3 for the IUC application and 2 for the Blakemore Freeman Fellowship.

**December:** The application is due December 30, around 11:30 EST.

**January:** Prepare for the IUC placement test in February and potential Blakemore interview.

**February:** Interviews are announced around this time as well as notification if you are not selected. Watch out for an email around mid-February regarding this.

**March:** Interviews happen in early March, if you receive one, and award recipients are announced at the end of the month.

# Rotary Peace Fellowships

Up to 50 fellowships for master's degrees and 50 for certificate studies are awarded at premier universities. The Rotary Peace Fellowship is designed for professionals with work experience in international relations or peace and conflict prevention and resolution. The following information can also be found on their website.

## **Master's Degree Program:**

- Duke University & University of North Carolina at Chapel Hill, USA (21-months)
- International Christian University, Tokyo, Japan (22-months plus two months optional intensive language study)
- University of Bradford, West Yorkshire, England (15-months)
- University of Queensland, Brisbane, Australia (16-months)
- Uppsala University, Uppsala, Sweden (24-months)

## **Professional Development Certificate Program**

- Chulalongkorn University, Bangkok, Thailand (3-months)

## **Applicants must also meet the following requirements:**

- Proficiency in English; proficiency in a second language strongly recommended
- Demonstrated commitment to international understanding and peace
- Excellent leadership skills
- **Master's degree applicants:** minimum 3 years of related full-time work or volunteer experience, bachelor's degree
- **Certificate applicants:** minimum 5 years of related full-time work or volunteer experience, strong academic background

## **Application Materials**

- Two recommendations
  - **Master's Degree Program:** 1 academic & 1 professional
  - **Professional Development Certificate Program:** 2 professional
- Resume or CV
- Undergraduate transcripts, required for master's degree program only
- TOEFL or IELTS scores, required for all non-native English speakers for master's degree program only
- GRE scores, required for the Peace Center Duke-UNC only
- Rotary club recommendation, optional
- District endorsement
- Applicant's certification, signed and dated

# Timeline:

You can use the following timeline as a guide, but please refer to official documents to ensure meeting of requirements:



**January:** Application is released. Review the [guidelines](#) and check the [eligibility requirements and restrictions](#). Read the entire application. Thoroughly research the curriculum and programs at each of the [Rotary Peace Centers](#) before starting. Rank the centers in order of interest/importance. Begin outlining required essays.

**February:** Contact your references for recommendation letters.  
**Master's degree applicants:** Collect all academic transcripts, test scores, and any other documents required by preferred universities as noted on the fellowship application. All supplementary materials must be in English.  
**Certificate applicants:** Academic transcripts/scores are not needed.

**March:** As soon as possible, inform your [local Rotary district](#) that you are applying for a peace fellowship, and request an interview. District endorsement is required to complete the application process. Club interviews and endorsements are strongly encouraged but not required if you have district support.

**April:** Complete essays and supplementary materials. Have someone read and edit your materials. Prior to interviews, fill out the [online application](#), attach the required supplementary materials (test scores, academic or professional recommendations, essays). Contact Rotary Peace Centers Department at [rotarypeacecenters@rotary.org](mailto:rotarypeacecenters@rotary.org) no later than April 30th if having difficulty contacting the Rotary Club.

**May:** Submit all materials to your Rotary district no later than May 31st.

**June:** Complete an interview with district representatives. Districts must submit endorsed applications to The Rotary Foundation by July 1st. Confirm rotary representatives have submitted application.

**July and August:** Start the process of applying to your selected graduate schools, refer to the general graduate school application timeline provided in this guide.

**November:** Receive notice of selection results in November. If you are chosen for a fellowship, you will receive the name of the Peace Center where you will study.

**December:** Apply for admission to the university where you will study. Being chosen for a fellowship does not mean you have been admitted to the university.





## **Additional alumni recommended fellowships and scholarships**

- [Fulbright](#)
- [Rotary Global Grants](#)
- [Mansfield Fellowship Program](#)
- [Japan-America Institute of Management Studies](#)
- [National Science Foundation East Asia/Pacific Summer Institutes for US Graduate Students \(EASPSI\)](#)
- [Charles B. Rangel International Affairs Graduate Fellowship Program](#)
- [Thomas R. Pickering Foreign Affairs Fellowship](#)

# Other programs, grants and fellowships

- [Abe Fellowship Program](#)
- [Academy for Educational Development](#)
- [AFS Intercultural Programs](#)
- [American Councils for Intl Education](#)
- [African Business Education Initiative](#)
- [Asian Development Bank Japan Scholarship Program](#)
- [Asian Development Bank Young Professionals Program](#)
- [Association of Teachers of Japanese \(ATJ\) Bridging Scholarship Program](#)
- [Association of Asian Studies](#)
- [Carl Duisberg Society](#)
- [Critical Language Scholarship](#)
- [University of Chicago Center for East Asian Studies - William F. Sibley Memorial Subvention Award for Japanese Translation](#)
- [Council on Foreign Relations: International Affairs Fellowship in Japan, Hitachi](#)
- [Elgin Heinz Outstanding Teacher Award Recognizing Teachers Who Further Mutual Understanding Between USA and Japan](#)
- [Hakuho Foundation Research Fellowship](#)
- [Harvard Postdoctoral Fellowships in Japanese Studies](#)
- [Harvard University: Program on US-Japan Relations: Advanced Research Fellowship](#)
- [Institute of International Education](#)
- [International Research and Exchanges Board](#)
- [Japan Foundation](#)
- [Japan Foundation: Institutional Project Support \(IPS\)-Small Grant Program](#)
- [Japan Foundation: Institutional Project Support \(IPS\) for Japanese Studies](#)
- [Japan Foundation: Japanese Studies Fellowship Program](#)
- [Japan Foundation: Grant for Studies](#)
- [Japan Foundation: Japanese Lg. Grant](#)
- [The Japan Foundation, Southeast Asia-Japan Collaboration and Exchange](#)
- [The Japan-America Society of Washington DC: Tanaka and Green Academic Scholarships Academic Study in Japan](#)
- [Japan Society for the Promotion of Science \(JSPS\): Fellowship Program](#)
- [Japan-US Friendship Commission Grants](#)
- [JDS Project For Human Resource Development Scholarship by Japanese Grant Aid \(JDS\), Philippines](#)
- [Kobe College Corporation and Japan Education Exchange: Graduate Fellowships](#)
- [MEXT Scholarships for Jamaicans](#)
- [Next Generation Fellowship-American Friends of the International House of Japan](#)
- [Robert and Lisa Sainsbury Fellowships](#)
- [United States-Japan Foundation \(USJF\) Grant Programs](#)
- [Youth for Understanding; Intl Exchange](#)

A close-up photograph of a computer monitor displaying a desktop with various application icons and a smartphone resting on a keyboard in the foreground. The background is a blurred image of a computer screen showing a desktop environment with several application icons. The text 'WORDS FROM' is overlaid in large, white, bold, sans-serif font across the top half of the image.

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# CONTACT AND FURTHER CONTRIBUTIONS

This is the first resource of its kind produced by AJET. We hope to continuously update it with relevant and useful information/resources for the diverse JETs from countries across the world. We understand that our efforts to be thorough and inclusive may fall short, so if you would like to help us by contributing more detailed, country or industry specific information or provide us feedback in any other way, please contact the Director of Professional and Educational Development via our website: <https://ajet.net/contact-us/>

We are looking to provide relevant and up to date information, if you are able to provide expertise or insight into the following topics, JET Programme Participants would highly value such insights prior to leaving JET: Interviewing for Jobs in Japan (non English teaching positions), learning workplace Japanese (Business Japanese suitable for a job post JET, ie for CIRs) and educational opportunities before/ after leaving JET.

# LIABILITY

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