

CV
Phoenix Leader Education Program
Workshop for writing CVs and application letters

As of 6/23/2016

<p style="text-align: center;">/</p> <p>Date/Location (/ Same contents will be covered each day)</p>	<p>1. 2016 7 19 15:00-17:00 B 8 813 Higashi Hiroshima Campus Phoenix Program Student Room (Graduate School of Education B813)</p> <p>2. 2016 7 20 15:00-17:00 2 Kasumi Campus (Basic and Sociomedical Research Facility, Seminar Room 2)</p>
<p>Lecturer</p>	<p>Associate Professor Dion Clingwall</p>
<p>Language</p>	<p>English</p>
<p>Purpose/ Content</p>	<p>1) CV Resume 2) 3</p> <p>1) To learn effective CV (Resume) writing in English with specific consideration given to individual academic specialization and the type of positions targeting. 2) To learn the basics of business letter writing (based on examples of job application letters). 3) This will be a practical session that individual, professional needs, and shows them how to best use this knowledge within their own career related activities.</p>
<p>Target</p>	<p>1 2 20</p> <p>1) Graduate students, teachers and the staff of both the Phoenix and Taoyaka programs. 2) Young researchers and PhD students at Hiroshima University who have received permission to participate from the Program Director. (total about 20 participants)</p>
<p>Registration</p>	<p>1. CV 2. 3. 4. E H28 7 13 _____</p> <p>Please send an email to the following address with 1. CV Workshop (Venue: Kasumi or Higashi Hiroshima), 2. Name, 3. Affiliation, 4. Position. Closing date: <u>Jul. 13, 2016</u> <u>Registration will be closed when the application reaches the expected number.</u></p> <p>Contact: Phoenix Leader Education Program Office E-mail : phoenix-program@office.hiroshima-u.ac.jp Tel: 082-424-4639</p>