

### Commonly Asked Questions

自己PR	jikoPR	Tell us about yourself. (Self-promotion)
自己紹介をお願いします	jiko shōkai o o negaishimasu	Please introduce yourself.
志望理由 / 動機	Shibō riyū/ dōki	Reasons for applying to this position
応募動機を教えてください	ōbo dōki o oshiete kudasai	Why did you apply for this job?
学生時代に力を注いだことを教えてください	Gakusei jidai ni chikara o sosoida koto o oshietekudasai	Please tell us what you focused on when you were a student.
あなたの長所/短所はなんですか	Anata no chōsho/ tansho wa nandesu ka	What are your strengths/weaknesses?
社でチャレンジしたいことをお聞かせください	Sha de charenji shitai koto o o kikase kudasai	Please tell us what you would like to challenge at your company.
あなたの強み・経験をどう活かしますか？	anata no tsuyomi, keiken o dō ikasemasu ka ?	How do you think your skills/experience match the position?
今までの仕事内容/経験を教えてください	ima made no shigoto naiyō/ keiken o oshiete kudasai	Tell us about your experience in your work.
なぜ今の仕事を辞めるのですか？	naze ima no shigoto o yameru no desu ka ?	Why do you want to leave your current job?
将来は何がしたいですか？	shōrai wa nan ga shitaidesu ka ?	What do you want to do(be) in your future ?
弊社の事で知っていることは何ですか？	heisha no koto de shitte iru koto wa nan desu ka ?	What do you know about my company ?
趣味は何ですか	shumi wa nan desu ka	What is your hobby?
給料はいくらくらい欲しいですか？	kyūryō wa ikura kurai hoshī desu ka ?	How much salary do you want ?

### Different forms of respectful speech

丁寧語	Teineigo	polite language
尊敬語	Sonkeigo	respectful language
* 謙譲語	Kenjōgo	humble language

### ritual of greeting and bowing

会釈	eshaku	light greeting for colleagues / bow with upper body to fifteen degrees
敬礼	keirei	respectful greeting for clients, gratitude, and apologies / bow with upper body to thirty degrees
最敬礼	seikeirei	the most respectful greeting for VIP and deep apologies / bow with upper body to forty-five degrees

### Vocabulary for Applying a Job

### Vocabulary for Applying a Job (cont)

同僚	douryou	colleague
見習い	minarai	trainee
会議	kaigi	meeting
残業	zangyou	overtime (work)

### Verbs

### Shift

早番	hayaban	early shift
遅番	osoban	late shift
日勤	nikkin	day shift
夜勤	yakin	night shift
早退	soutai	leaving early from work
遅刻	chikoku	being late at work
欠勤	kekkin	absence
有給休暇	yuukyu-ukyuuka	paid time off
病欠	byouketsu	sickness absence
申請書	shinseisho	application form
公休	koukyuu	legal holiday

### Business Vocabs

仕事	shigoto	job
面接	mensetsu	interview
契約	keiyaku	contract
求人広告	kyuujinko-ukoku	Job posting
応募する	oubosuru	to apply
応募用紙	ouboyoushi	application form
履歴書	rirekisho	CV (Curriculum Vitae)
経験	keiken	experience
社員	shain	company employee
アルバイト	arubaito	part time job
労働時間	roudoujikan	working hours
給料	kyuuryou	salary
交通費	koutsuuhi	travel expenses
働く	hataraku	to work
社長	shachou	company president
上司	joushi	boss

同意する	doui suru	agree
徴収する	choushuu suru	collect
確認する	kakunin suru	confirm
協力する	kyouryoku suru	cooperate/collaborate
配達する	haitatsu suru	deliver
保証する	hoshou suru	guarantee
案内する	annai suru	guide
投資する	toushi suru	invest
反対する	hantai suru	object
支払う	shiharau	pay
購入する	kounyuu suru	purchase

### サラリーマン - Salaryman

クレーム	kure-mu	Complaint (Claim)
ダブルブッキング	Daburu bukkingu	Double booking
コスパ	Kosupa	Cost-performance ratio
リストラ	Risutora	Downsizing/Layoff/Fire

会社	kaisha	company
企業	kigyuu	corporation / enterprise
事務所	jimusho	office
office	busho	department
求人	kyuujin	job vacancy
報告する	houkoku suru	report (verb)
通勤する	tsuukin suru	commute (verb)
部下	buka	subordinate
書類	shorui	document
顧客	kokyaku	client
お客様	okyakusama	customer
交渉交渉	koushou	negotiation
契約をする	keiyaku wo suru	we have a deal.

### Business

仕事内容	Shigoto naiyou	Job description
製品	Seihin	Product
締め切り	Shimekiri	Deadline
長所	Chousho	Strength



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Published 25th March, 2024.  
Last updated 25th March, 2024.  
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### Business (cont)

短所	Tansho	Weakness
対応する	Taiou suru	To deal/cope with
応募する	Oubo suru	To apply (for a job)
解決する	Kaiketsu suru	To resolve
理解する	Rikai suru	To understand
生かせる	Ikaseru	To make use of
達成する	Tassei suru	To achieve
...ご存知ですか？	...gozonji desu ka?	Do you know...?

### Applying for partime job

アルバイト	Arubaito / baito	Part-time job
短期	tanki	Short term contract
シフト自由	Shifuto jiyuu	Flexible shift
平日 / 週末のみ OK	Hei jitsu / shuumatsu nomi OK	Weekdays / weekends only OK
週2・3日から OK	Shuu ni / san nichi kara OK	2 to 3 days per week OK
短時間勤務(1日4h以内)	Tan jikan kinmu	Short working hours (up to 4h/day)
日払い	Hi barai	Daily pay
週払い	Shuu barai	Weekly pay

### 歓迎 (welcomed)

未経験 / 初心者 OK	Mikeiken / shoshinsha OK	Inexperience-d/beginners OK
高校生歓迎	Koukousei kangei	High-school student welcomed

### 歓迎 (welcomed) (cont)

留学生歓迎	Ryuuga-kusei kangei	Exchange student welcomed
Gaikokujin dai kangei	外国人大歓迎	Foreigners strongly welcomed
シニア (60代~) 歓迎	Shinia (60 dai) kangei	Senior (above 60) welcomed
経験者優遇	Keikensha yuuguu	Experienced people strongly welcomed

### Resume

氏名	shimei	full name
国籍	Kokuseki	nationality
生年月日 (年齢)	Seinengappi (nenrei)	Date of birth (age)
性別	Seibetsu	gender
男	otoko	male
女	onna	female
現住所	genjuusho	current address
電話	Denwa	phone
連絡先	renrakusaki	contact address
連絡先	Renrakusen	contact address
メールアドレス	Mēruad-oresu	E-mail
学歴	Gakureki	Academic background
中退	Chūtai	drop out (of school)
卒業見込み	Sotsugyō mikomi	expected graduation
職歴	Shokureki	work history
免許	menkyo	license; permit
名刺	Meishi	business card
業界	gyoukai	industry
分野	bunya	field

### Resume (cont)

特技	tokugi	special skill
資格	shikaku	qualification
知識	chishiki	knowledge
能力	nouryoku	ability
一身上の都合により退職	Isshinjō no tsugō ni yori taishoku	Left the company for personal reasons
現在に至る	現在に至る	current (up to present)
以上	Ijou	over (that's all)
特になし	Tokuninashi	none in particular
特技・自己PRなど	Tokugi jiko PR nado	Special skills, self-PR, etc.
通勤時間	Tsūkin jikan	Commuting time
約30分	Yaku 30-bun	Approximately 30 minutes
約1時間	Yaku 1-jikan	Approximately 1 hour
配偶者	Haigūsha	spouse
有	yu	yes
無	mu	no
配偶者の扶養義務	Haigūsha no fuyō gimu	Spousal support obligation
本人希望記入欄	Hon'nin kibō kinyū ran	Space for Personal Requests
貴社規定に従います	Kisha kitei ni shitagaimasu	I will comply with your company regulations
扶養家族 (配偶者を除く)・配偶者・配偶者の扶養義務 Fuyō kazoku (haigūsha o nozoku) haigūsha haigūsha no fuyō gimu - Dependents (excluding spouse)/Spouse/-Spouse support obligation		



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Published 25th March, 2024.  
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### Benefits and dress code

交通費支給	Koutsuuhi shikyuu	Transportation allowance covered
社会保険制度あり	Shakai hoken seido ari	Social insurance provided
学歴不問	Gakureki fumon	Education irrelevant
履歴書不要	Rireikisho fuyou	Resume necessary
副業・ワークOK	Fukugyou W-waku OK	Side jobs allowed
髪型・髪色自由	Kamigata / kamiiro jiyuu	Hairstyle and hair color non-compulsory
髭・ネイル・ピアスOK	Hige / neiru / pierce OK	Beard, nails and piercing OK
服装自由	Fukusou jiyuu	Wear anything you want
制服あり	Seifuku ari	Uniform provided

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