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Where do you see yourself?

Fill in the missing words about the importance of starting to think about your upcoming job search.

大学生の皆さんは、卒業後にどのような仕事に就きたいか迷っているかもしれません。しかし、早いうちから選択肢を探し始めることが大切です。そうすることで、就職活動を成功させるために必要なスキルや経験を身につけることができます。

As a university student, you might be unsure about the type of career you want to p_____ after graduation. However, it is never too early to e_____ your options so you can build the skills and experiences that will e_____ your chances of a successful job search.

Rank the following industries based on your level of interest in working in them, from (1) very interested to (12) least interested.

Industries to Consider for Job Hunting

Arts, Entertainment & Recreation	.....	Logistics & Transportation	.....
Business & Finance	.....	Marketing & Advertising	.....
Education & Training	.....	Media & Entertainment	.....
Government & Nonprofit	.....	Retail & Consumer Goods	.....
Healthcare & Life Sciences	.....	Science, Engineering & Manufacturing	.....
Hospitality & Tourism	.....	Technology & IT	.....



Rate your confidence in the following essential job-ready skills, fr
(1) 'I need improvement' to (4) 'I am very confident in my abilities.'

Essential Job-Ready Skills

Adaptability & Resilience	.....	Networking & Relationship Building	.....
Communication Skills	.....	Problem-Solving Skills	.....
Critical Thinking	.....	Professionalism & Work Ethic	.....
Data Literacy & Analytical Skills	.....	Teamwork & Collaboration	.....
Emotional Intelligence	.....	Technical Skills	.....
Leadership & Initiative	.....	Time Management	.....

Fill in the missing information that would appear on your business card in five years' time.

Your Business Card in 5 Years

Company Logo

Company Name

Your First & Last Name

Your Job Title

Office Location

これまでの経験や活動、あるいは成果のうち、どのようなものが、あなたの希望する仕事への関心に繋がりましたか?

夢の仕事に就くための準備として、どのような活動、経験、あるいは実績が役立つでしょうか?

Write down the work, internship, and volunteer experiences, curricular activities (e.g., seminars or case competitions), extracurricular activities (e.g., clubs or sports teams), and study abroad experiences you have **ALREADY COMPLETED** to support a successful job search.

Completed Job-Ready Experiences

Activity	Start	Finish

Write down the work, internship, and volunteer experiences, curricular activities (e.g., seminars or case competitions), extracurricular activities (e.g., clubs or sports teams), and study abroad experiences you **PLAN to PURSUE** to support a successful job search.

Planned Job-Ready Experiences

Activity	Start

Who are you?

Fill in the missing words about the importance of knowing yourself.

大学を卒業して初めての仕事を探すとき、あなたを他の候補者と差別化するのはスキルと経験です。だからこそ、大学生のうちに自分を高める機会をできるだけ活用することが大切です。自己成長の第一歩は、自分を知ることです。あなたの強みと弱みは何でしょうか？ それを理解することで、自分の魅力を効果的に伝えるエレベーターピッチ（短く簡潔に自分をアピールする説明）を作り、理想の仕事にふさわしい人材であることをアピールできます。

When searching for your first job after graduating from university, your skills and experiences are what set you a_____ from other candidates. That's why it is essential to take every opportunity to improve yourself while you are a university student. The first step toward self-i_____ is understanding what are your strengths and weaknesses. You can then craft a compelling elevator p_____ that showcases why you're the ideal candidate for the role.

Find a classmate to ask you about your educational background.

Your partner's name: .....

Educational Background

What influenced your choice of university? .....

.....

Why did you choose your major? .....

.....

就職活動を成功させるためには、新しい人々と接したりコミュニケーションを取ったりすることに慣れることが重要です。



Find a **NEW** classmate to ask you about your past work experiences.

Your partner's name: .....

Work Experience

What kind of work or internship experience do you have? .....

.....

Why did you choose to work there? .....

.....

What skills did you use or develop there? .....

.....

大学生としては、ハードスキルとソフトスキルの両方を身につけることが重要です。なぜなら、雇用主は専門的な知識を持ち、かつ他者と円滑に協力し、新しい状況に適応し、職場に貢献できる人材を求めているからです。

Find a new classmate to ask you about groups, teams, or organizations that you have joined.

Your partner's name: .....

Non-Paid Experience

What kind of organizations have you been a part of? .....

.....

How long did you participate in this organization? .....

.....

What skills did you use or develop in this organization? .....

.....

.....

Find a new classmate to ask you about your language skills.

Have your partner simply (circle) your answer as either being either "Yes" or "No".

Your partner's name: .....

Second Language Skills

Yes	No	Have you taken any standardized language tests?
Yes	No	Have you spent time abroad using or improving your language skills?
Yes	No	Can you hold a basic conversation in a second language?
Yes	No	Can you write emails in a second language?
Yes	No	Are you currently trying to improve your second language skills?
Yes	No	Have you used a second language in a work or internship setting?

Find a new classmate to ask you about your computer literacy skills.

Your partner's name: .....

Computer Literacy Skills

Yes	No	Can you convert Word documents to PDF format?
Yes	No	Can you enter and organize data using spreadsheet software?
Yes	No	Can you use keyboard shortcuts to improve efficiency?
Yes	No	Have you used online collaboration tools (e.g., Google Docs)?
Yes	No	Have you used computers in a school, volunteer, or work setting?
Yes	No	Would you like to improve your computer skills for your future career?