**Name**

Date of Birth: 1 January, 199X

Address: 1-1-1, XXXcho, XXX-ku, tokyo, 150-0000, Japan

Home phone: +81 3-1234-XXXX

Mobile: +81 80-1234-XXXX

E-mail: xxxx1234@xxxx.com

**OBJECTIVE**

To improve my English skills and learn Irish culture through Working holiday

**EDUCATION**

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| April 2012 – March 2016 | **XX University** | (Tokyo Japan) |
|  | Bachelor of Arts in English Language and Literature | |
|  | * Studied English linguistics, English literature and Spanish | |

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| April 2008 – March 2012 | **XX High School** | (Tokyo Japan) |

**WORK EXPERIENCE**

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| April 2016 – March 2019 | **XX Corporation** | (Tokyo Japan) |
|  | Manufacture and development of electronic devices | |
|  |  | |
|  | Position: Office administrator in general affairs department | |
|  | * General office work * Prepared materials for investors | |

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| April 2013–March 2015 | **XX Juku** | (Tokyo Japan) |
|  | A cramming school where students study after school | |
|  |  | |
|  | Position: Teacher (part-time) | |
|  | * Taught Japanese, English and mathematics to students aged 8 to 18 | |

**SKILLS**

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|  | English language: Intermediate level (TOEIC 700, May 2015) |
|  | Computer: Microsoft Word, Excel, Power Point (Advanced level) |
|  | * Driving licence |

**HOBBIES**

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|  | Singing, dancing, playing the piano |