RESUME OF SPECIALIZED WORK EXPERIENCE

Name   Taro Tokyo

Qualifications / License

Ordinary Driver's License, 19XX

Certificate of Software Development Engineering, 20X

License, 20XX

License, 20XX,   License, 20XX

> If you have many qualifications and licenses, line them up.

Work Experience

Describe your work experience related to the announced job starting from the most recent and going back.

1   **Period**   Feb 1999   Mar 2005

Name of Company   CC System Co. Ltd, Tokyo, Japan

Average Work Hours Per Week   40   **Hours**

Job Description   Describe in detail the   edge, skills, and ability required.

> Annotate your job descriptions as specific as possible. You may itemize them.

System Engineer

Worked as System Engineer; and managed and supervised several staff as Project Leader.

Coordinated with clients, adjusted the specifications, proposed a development plan, created the system design

manual, and engaged in program development.

Was engaged in the development of the personnel management system of   Company, and was in charge of

planning payroll transaction/development management for   Company as Section Manager.

Concerning the payroll system development of   Company, …

Period   Apr 1993   Mar 1996

Name of Company   AA Software Co. Ltd.

Average Work Hours Per Week   40   **Hours**

Job Description   Describe in detail the knowledge, skills, and ability required.

Programmer

Was in charge of developing software as Programmer and mainly used C++, Java, and Visual Basic.

Developed   merchandise management/ordering system and worked as Operation Management Team Member

Created web-based homepages for PR of companies

Completed   training in   .

Period

Name of Company

Average Work Hours Per Week   **Hours**

Job Description   Describe in detail the knowledge, skills, and ability required.

Period _____ _____

  Name of Company _____

      Average Work Hours Per Week _____ Hours

  Job Description   Describe in detail the knowledge, skills, and ability required.

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Period _____ _____

  Name of Company _____

      Average Work Hours Per Week _____ Hours

  Job Description   Describe in detail the knowledge, skills, and ability required.

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Period _____ _____

  Name of Company _____

      Average Work Hours Per Week _____ Hours

  Job Description   Describe in detail the knowledge, skills, and ability required.

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