

<< Action Word 参考 >>

あくまで一例ですがコミュニケーション力、創造力、リーダーシップ力、協調性や数理力といった、様々な分野で活躍したことを履歴書で表現する際に用いられる表現例を紹介します。

COMMUNICATION/PEOPLE SKILLS					
Addressed	Contracted	Edited	Interacted	Observed	Reinforced
Advertised	Conveyed	Explained	Involved	Obtained	Reported
Arbitrated	Convinced	Expressed	Joined	Outlined	Resolved
Arranged	Corresponded	Formulated	Judged	Participated	Responded
Articulated	Created	Furnished	Lectured	Persuaded	Sold
Clarified	Debated	Helped	Listened	Promoted	Specified
Collaborated	Developed	Identified	Marketed	Proposed	Suggested
Communicated	Directed	Incorporated	Moderated	Reasoned	Summarized
Composed	Discussed	Influenced	Motivated	Reconciled	Translated
CREATIVE SKILLS					
Abstracted	Customized	Explored	Innovated	Modified	Revitalized
Acted	Designed	Formulated	Instituted	Perceived	Shaped
Adapted	Developed	Founded	Integrated	Performed	Shared
Began	Directed	Generated	Introduced	Photographed	Set
Composed	Displayed	Illustrated	Invented	Planned	Solved
Conceptualized	Entertained	Imported	Launched	Published	Synthesized
Created	Established	Initiated	Modeled	Revised	Wrote
MANAGEMENT/LEADERSHIP SKILLS					
Accentuated	Controlled	Doubled	Hosted	Navigated	Restructured
Administrated	Converted	Eliminated	Increased	Oversaw	Reviewed
Advanced	Coordinated	Established	Initiated	Performed	Saved
Analyzed	Cut	Evaluated	Inspected	Planned	Scheduled
Assigned	Decided	Executed	Led	Prioritized	Secured
Attained	Delegated	Expanded	Managed	Produced	Selected
Chaired	Developed	Generated	Merged	Recommended	Strengthened
Considered	Directed	Handled	Motivated	Recovered	Supervised
DATA/FINANCIAL SKILLS					
Administrated	Audited	Corrected	Forecasted	Measured	Reconciled
Adjusted	Balanced	Decreased	Increased	Netted	Reduced
Allocated	Budgeted	Detailed	Speed	Planned	Researched
Analyzed	Calculated	Determined	Maintained	Prepared	Retrieved
Appraised	Computed	Developed	Accuracy	Programmed	Solved

<< Action Word 参考 (続き) >>

HELPING SKILLS					
Adapted	Attended	Counseled	Expedited	Intervened	Rendered
Adjusted	Cared	Demonstrated	Facilitated	Listened	Represented
Advised	Clarified	Developed	Familiarized	Mentored	Serviced
Aided	Coached	Diagnosed	Guided	Motivated	Simplified
Answered	Collaborated	Educated	Helped	Prevented	Spoke
Arranged	Contributed	Encouraged	Integrated	Provided	Supplied
Assisted	Cooperated	Ensured	Insured	Referred	Supported
ORGANIZATIONAL/DETAIL SKILLS					
Accomplished	Compared	Distributed	Logged	Organized	Retained
Achieved	Complied	Executed	Maintained	Provided	Scheduled
Approved	Completed	Facilitated	Met	Purchased	Screened
Arranged	Configured	Filed	deadlines	Recorded	Standardized
Catalogued	Corrected	Generated	Monitored	Registered	Submitted
Charted	Corresponded	Implemented	Obtained	Reserved	Supplied
Coded	Dispatched	Incorporated	Operated	Responded	Tabulated
			Ordered		
RESEARCH SKILLS					
Analyzed	Compared	Differentiated	Extrapolated	Invented	Published
Branded	Critiqued	Documented	Formulated	Investigated	Researched
Catalogued	Decided	Examined	Gathered	Linked	Studied
Clarified	Detected	Experimented	Inspected	Observed	Surveyed
Collected	Determined	Explored	Interpreted	Organized	Solved
Compiled	Diagnosed	Extracted	Interviewed	Perceived	Summarized
TEACHING SKILLS					
Adopted	Coached	Decided	Enlightened	Guided	Motivated
Advised	Communicated	Developed	Evaluated	Influenced	Persuaded
Benchmarked	Conducted	Empowered	Explained	Informed	Shared
Briefed	Coordinated	Enabled	Facilitated	Initiated	Simulated
Clarified	Counseled	Encouraged	Focused	Instructed	Tutored
MANUAL SKILLS					
Assembled	Built	Drove	Moved	Pulled	Skilled
Bound	Controlled	Fed	Operated	Punched	Tended
Bent	Drilled	Handled	Performed	Retooled	Worked

【カバーレター（例）】

アメリカではレジюмеと一緒にカバーレターも作成するのが一般的で、カバーレターもレジюме同様、決められたフォーマットはありません。書き方は人それぞれですが、目的としては、日本語の履歴書でいう志望動機に当たる部分となります。どうしてその企業に応募しているのか、また、企業の採用担当者に何故あなたを雇用するべきかというアピールができることを念頭に置いて書くと良いでしょう。

Date

Recipient Title
Recipient Company Name
Business Address
City, State Zip Code

Salutation

当日の面接相手分かっている場合は相手の氏名も記入します。

不明の場合は社名・部署名を記載し宛名は To Whom It May Concern や Dear Sir or Madam などとします。

本文は長くなりすぎないように注意。段落を変えるなどして見やすく簡潔にまとめます。
基本的に下記は含めるようにしましょう。

① 応募動機

- ・どの職種に応募をするのか
- ・どうして応募をしているのか（もし社内の誰かの紹介の場合はその旨も記載）

② 学校で学んできたことや強み、スキル

- ・履歴書にもスキルは記載している為、ここでは応募職種に特に関連するスキル、またどんな場面でそのスキルを発揮し結果を出したかというエピソードなどで、「どうしてあなたを雇用すべきか」をアピール
- ・研究概要などがある方はカバーレター・履歴書とは別に同封している事を記載する

③ 連絡先

- ・レジюмеに書いていても、カバーレターにも必ず電話番号とメールアドレスを記載
- 仕事をしている場合は一番連絡が付きやすい時間帯なども書いておくの良い

Closing Line

*最後に読んでもらったことへの感謝と面接への意欲などで締めくくるとスマートです。

Signature

Typed Name