Global Internship Program

Interning in Japan:
Tips on Resumes, Interviews and Business Culture
Today’s Presentation

- Understanding GIP
- Opportunities in Japan
- Resume tips
- Cultural differences
- Tips from a former Intern
- Questions?
Global Internship Program

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Office of International Education
Global Internship Program

- Full-Time (35+ hours/week)
- 10 weeks minimum (summer)
- 14 weeks minimum (fall/spring)
- Can’t be in a Travel Warning Country
- Must be registered in CareerBuzz
- Must be approved by GIP Staff
- Maintains students’ full-time status
- Appears on transcript
Opportunities

1. Intern Abroad with a GT Partner or Collaborators (NTT, Microsoft, Sony, Rakuten)

2. Apply for a Research Internship with a Japanese University or Institute (NanoJapan, OIST, Riken, Amgen)

3. Find your own internship (CFN search engine, networking, independent search)
GT Partners / Direct Relationship
Nippon Telegraph and Telephone Corporation (NTT)

- Tokyo, Japan
- 3rd largest telecom company worldwide
- 5+ GT students intern at NTT each semester
- “Survival” Japanese language skills are recommended
- Juniors, seniors, and graduate students are favored
- Applicable majors: Computer Science, Electrical Engineering, Physics, Statistics, Computational Media, Computer Engineering, and Materials Sciences
- Internships usually last 6-9 months, sometimes longer
- Average pay: ¥150,000 Yen/month + travel expenses
- All NTT positions are posted to CareerBuzz and emailed in our newsletter.
Examples of NTT postings in CareerBuzz

<table>
<thead>
<tr>
<th>Job Title</th>
<th>ID</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>NTTG01 DT03: A study of electrical-charging mechanism by a localized surface plasmon polariton</td>
<td>95457</td>
<td>nationwide, Japan</td>
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<tr>
<td>NTTG02 MD01: An Investigation on Multi-modal Method for Video Event Detection</td>
<td>95458</td>
<td>nationwide, Japan</td>
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<tr>
<td>NTTG03 NI01: Research on monitoring and analyzing traffic data on computer networks</td>
<td>95459</td>
<td>nationwide, Japan</td>
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<tr>
<td>NTTG05 DIC01: Study of accurate control system for wavelength swept laser</td>
<td>95758</td>
<td>nationwide, Japan</td>
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Typical Application Deadlines:
August – Spring/Summer
March – Summer/Fall
Microsoft

The below positions are offered as 3-month internships year-round:

<table>
<thead>
<tr>
<th>Position</th>
<th>Development (engineering)</th>
<th>Tokyo</th>
<th>Job #</th>
<th>Products and technologies Teams</th>
</tr>
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<tbody>
<tr>
<td>Software Engineer</td>
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<td>Program Manager</td>
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Applications for Fall 2016 now open! Follow instructions in CareerBuzz. Deadline: May

Qualifications:
- Bachelors, Masters, or PhD students studying CS, ECE, or Math
- Good programming skills
- Fluent in English (both oral & written). Good communication skills.
- Must not graduate until at least one semester after internship
- Specialty for Natural Language Processing, Machine Learning, Image Processing, Data Analysis mobile application development is a plus.
SONY

- Sony has a large summer internship program
- Most internships are 2 or 3 months long
- Some 6-month internships are available
- Candidates should submit an online application via the Sony Japan career site
- GIP will send out reminders in newsletter
- Applications open in January and close in February/March
- Undergrads and Grads may apply
- No Japanese required
RAKUTEN

• 3rd Largest e-commerce company worldwide

• Intern qualifications:
  • Must be able to start in 2016
  • Eligible of starting full-time employment between October 2016 and September 2017
  • Interest in IT industry and e-commerce is preferred.

■ Minimum skills
  • Programming experiences in Java or PHP (at least one is necessary)
  • Linux/Unix adminixstration experience

■ Preferred skills
  • Distributed computing, Machine learning, NLP, Database/search major
  • Strong knowledge of algorithms for working on large data
  • Development experience of applications for smart devices

• Internship program hires:
  (1) Software Engineer
  (2) Infrastructure Engineer
  (3) Mobile Engineer
  (4) Product Manager
  (5) Researcher

Currently Posted in CareerBuzz!
JobID: 106242
Application Deadline: April 5
Research
Nakatani RIES

• 12-week, summer research internship
• Focuses on Terahertz (THz) Dynamics in Nanostructures
• Freshman & sophomore engineering, materials science, and physics students
• 3.0 GPA or greater
• Students must express a demonstrated interest in science and engineering research and future graduate study
• Students must be U.S. citizens or permanent residents
• Up to 12 students selected annually
• All costs paid by Nakatani
• Application deadline typically in January
Okinawa Institute of Science and Technology (OIST) Research Internship Program

• Undergraduate & graduate placements as Research Interns
• Gain experience in a particular lab or learn a specific technique
• Work under the direction of a Professor at OIST and contribute to the research activities of OIST
• Places for Research Interns are awarded 4x/year; students apply typically six months in advance
• These paid internship placements are always between 2-6 months, typically 10-12 weeks
• Pay: 2,400 JPY/day, plus travel expenses
• OIST has 46 research units with research in five major areas: Neuroscience, Molecular, Cell, and Developmental Biology; Mathematical and Computational Sciences; Environmental and Ecological Sciences; Physics; and Chemistry
RIKEN Brain Science Institute Summer Program

• Located just outside Tokyo, Japan
• Summer program to train advanced (typically graduate) students interested in brain function
• Interns will participate in a two-month laboratory internship within a RIKEN BSI laboratory
• Typically, around 45 international students are accepted to the Summer Program each year
• Students have the opportunity to interact with invited lecturers, other attendees and RIKEN BSI researchers
• Students unable to provide their own financial support will be considered for travel and accommodation bursaries provided by RIKEN BSI
Amgen Scholars Program in Japan

- Hosted by the University of Tokyo and Kyoto University
- Eight-week paid research internship is open to undergraduate students (sophomores, juniors, and returning seniors)
- University of Tokyo: undergraduates considering careers in biology or related sciences, particularly those with biomedical research experience in the basic and translational sciences
  - Research projects from: Graduate School of Science, Graduate School of Engineering, Graduate School of Pharmaceutical Sciences, Graduate School of Agricultural and Life Sciences and Institute of Industrial Science
- Kyoto University: accepts undergraduate students at 22 research laboratories within six faculties: Engineering, Biostudies, Medicine, Science, Agriculture, and Global Environmental Studies.
Search Engines
CFN – CareerForum.Net

• CFN is a search engine specifically for Japanese-English bilinguals.
• Internship seekers can specify that they are looking for a career-specific internship within Japan or elsewhere in the world.
• The site generally posts positions that require business-level Japanese or higher.
• Positions have not yet been vetted by the GIP and should be researched for appropriate content, location, length, and hours per week.
Resume Tips

• Japanese or English?
• Cover Letters
• Be Humble—don’t boast
• Review tips on GoingGlobal
Official Language: Japanese, but…

- English is the most common language for international business and research in Japan
- English is commonly taught in schools
- Company is likely looking for an international intern
- Unless expressly advertised in the position, company likely does not expect a high level of Japanese from international interns
Japanese vs US/international Resume

- Companies in Japan (foreign or Japanese) looking to hire international interns will accept a US-style résumé in simple English.
- In addition, including a Japanese *rirekisho* or a translation of the résumé into Japanese, along with a photograph, is appropriate, but not required.
- Read more about *rirekisho* and *shokumu-keirekisho* style resumes in *GoingGlobal*. Online templates are available.
Cover Letters

• Japanese generally do not write cover letters
• Simple letter in both languages is a nice gesture
• (Most companies are happy with the English version only)
• Using a complete Japanese application sets very high expectations (Maybe not a good idea if you don’t speak Japanese well).
Cultural Differences

- Team-Oriented Culture
- Punctuality
- Relationships
- Respect Thy Elders
- Saving Face
- Working Overtime
- Meishi
Interview & Work Culture

• Those who advance to management levels of an organization can’t appear ambitious.
• Japanese workers don’t believe individual achievement is a quality of a good leader, because it goes against the grain of their team-oriented culture.

An old Japanese proverb says,

“The nail that stands out has to be hammered in.”
Resume & Interview Culture

- Japanese prefer a more humble approach
- Be modest when portraying your abilities—don’t boast
- Try to leverage interpersonal connections; emphasize common relationships and connections
- Demonstrate loyalty when possible
- Show you value shared company or organization affiliations
  - Georgia Tech
  - Parent’s employer
  - Purchasing their brand
Interview & Work Culture

• Respect your elders—greet the eldest person first
• Punctuality is a must in Japan; being late is rude.
• Conservative dress is expected in interviews--don’t be flashy
• If meeting in person, use perfumes and aftershave sparingly
• Blend in as a team player, instead of standing out as an individual (Collectivism > Individualism)
• Japanese often work very long hours, much more than what is officially required. Weekend work may be necessary.
• Reading between the lines and considering the context of a conversation is necessary to discern true meaning.
Interview & Work Culture

• Japanese communication emphasizes maintaining harmony
• Most people in Japan are non-confrontational
• Japanese present disagreeable facts indirectly
  • It’s rude to criticize, insult, put people on the spot or do anything that might cause embarrassment and thus loss of face.
Interview & Work Culture

• Business cards (meishi, 名刺) are very important
• They’re distributed after the bow or handshake
• Running out of business cards or fumbling to find them is regarded as unprofessional
• Meishi should be offered graciously, with both hands holding the card and with the words upright to the recipient.
• The applicant should offer their card to the most senior person in the room first
• Never give or receive one with one hand, and always stand up when making the exchange
• Give your card out in order of seniority
TAYLOR MEARES
FORMER NTT INTERNS
QUESTIONS?
Global Internship Program

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