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
• Questions?
Global Internship Program

Hannah Moon
Global Internship Advisor
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 Advisory Level 3 or 4 Country
- Must be registered in Atlas
- 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 (NAKATANI RIES, OIST, Riken, Amgen)

3. Find your own internship (CFN search engine/Career Fair, networking, independent search)
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<th>Major</th>
<th>Employer / Position</th>
<th>First Work Term</th>
<th>Number of Semesters</th>
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GT Partners / Direct Relationship
Nippon Telegraph and Telephone Corporation (NTT)

- Tokyo, Japan (HQ) & Kanagawa, Japan
- 3rd largest telecom company worldwide
- Provides network management and security and solution services to consumers, corporations, and governments

Internships

- 5+ GT students intern at NTT each semester
- **Who:** Juniors, seniors, and graduate students are favored
- **Applicable majors:** Computer Science, Electrical Engineering, Physics, Statistics, Computational Media, Computer Engineering, and Materials Sciences
- **Duration:** 6-9 months, sometimes longer
- **Salary:** ¥150,000 Yen/month + travel expenses
- **“Survival”** Japanese language skills are recommended

***All NTT positions are posted to Career Buzz and emailed in our newsletter.***
Nippon Telegraph and Telephone Corporation (NTT)

Examples of current internships (MARCH 1, 2018 DEADLINE):

<table>
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<th>Internship with NTT in Japan</th>
<th>Code</th>
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Typical Application Deadlines:
August/September (Spring/Summer)
March (Summer/Fall)
Microsoft

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

**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.

**Deadlines:**
- Summer (February 28, 2018)
- Fall (May)
- Spring (October)
**Internships**

- Sony has a large summer internship program
- **Who:** Undergrads and graduate students
- **Applicable majors:** Various
- **Duration:** 2 or 3 months, sometimes longer
- No Japanese language skills are required

- 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
Sony Japan HQ
• 3rd Largest e-commerce company worldwide
• Rakuten has been a leading and revolutionary company of the IT industry in Japan, expanding our service range both in and outside of Japan including travel, finance, professional sports and many more
• Monthly salary, all meals, visa application, airfare, accommodation, and commuting ALL COVERED

https://rakuten.careers/
Research Internships
Nakatani RIES: Research & International Experiences for Students
Various Locations, Japan

13-week summer research internship program for U.S. freshman and sophomore students. [http://nakatani-ries.rice.edu/](http://nakatani-ries.rice.edu/)

**Program**
- Pre-Departure Orientation at Rice University
- Three-week Language & Cultural Orientation in Japan
- Nine-week Research Internship at a Japanese university or research institution
- Mid-Program Meeting in July
- Re-Entry Program and Final Poster Presentation at Rice University
- Follow-on Project
- **All travel, tuition, health insurance, housing cost COVERED + small stipend**

**Eligibility:**
- Be a U.S. citizen or permanent resident who is at least 18 years old
- Majoring in science/engineering G.P.A. of 3.0 or above
- Demonstrated interest in international engineering & science research, Particularly with Japan
- Demonstrated interested in future graduate study in a science & engineering field

Application opens in November, online applications and two letters of recommendation due by **January**.
For Questions, Please Contact [Nakatani-ries@rice.edu](mailto:Nakatani-ries@rice.edu)
Research opportunities for undergraduate and graduate students as research Interns

Awarded 4 times a year for 2-6 months (typically 10-12 weeks) research internship

Provided small living allowance, commuting support, travel fare and accommodation

Over 50 + positions in five major areas: Neuroscience, Molecular, Cell, and Developmental Biology; Mathematical and Computational Sciences; Environmental and Ecological Sciences; Physics; and Chemistry.

Open positions posted online!

Application Due: ~6 months before start of internship
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

• **Eight-week paid research internship** is open to undergraduate students (sophomores, juniors, and returning seniors) at 2 Japanese institutions. GT students will only be able to register for the nine-credit GIP course.

1. **University of Tokyo**: For undergraduates considering a career in biology or related sciences. They prefer students with biomedical research experience in the basic and translational sciences. Research projects are submitted by faculty members belonging to the 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.

2. **Kyoto University**: Undergraduate students within six faculties: Engineering, Biostudies, Medicine, Science, Agriculture, and Global Environmental Studies.

**Scholarships available and vary by institution! Application Deadline: February 1, 2018**
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.
そんな外資系投資銀行の魅力を
ボストンキャリアフォーラム参加がきっかけとなって入社をした

世界52ヶ国で製品展開●働きがいのある会社●9ヶ国940社からベストカンパニー

Career Forum Participation Guideline

1. CFN Member Registration
You need to be a CFN Member to register for the Career Forum.

2. Create Resume
Language level is required to register for the Career Forums. Submit resume in the
GIP Student Testimonials

Matthew Schauer
Senior
Computer Science
Employer: Nippon Telegraph and Telephone
Atsugi, Japan
See his story & advice

Yiding Zhao
Master's
Electrical & Computer Engineering
Employer: Nippon Telegraph and Telephone
Yokosuka, Japan
See his story & advice

Linh Zhou
Major: Industrial Computer Engineering
Employer: TransLab
Location: Tokyo, Japan
When: Summer 2017

Summary
I was working on the development of a mobile e-commerce mobile app for a Japanese top fashion group.

Fancy Cultural Experience
Actually, I am quite adapted to the Japanese culture because I came from China. But one of my favorite experiences was trying to persuade other foreigners to try the raw fish and fish eggs during company dinner party.

Relation to Your Major
As a software engineering major, I got to develop a lot of skills I learned in school. Concepts such as object-oriented design, database management, information security, and multi-threaded programming were used daily.

Sara Srivastav
Sophomore
Computer Engineering
Employer: Nippon Telegraph and Telephone
Yokosuka-shi, Japan
See her story & advice

Cong Hui
Senior
Computer Science
Employer: Nippon Telegraph and Telephone
Tokyo, Japan
See his story & advice

Shantana Mastri
Major: Mechanical Engineering
Employer: NTT
Location: Tokyo, Japan
When: Summer 2017

Summary
I did my internship at the NIPD Center of NTT. My research project focused on Photonic Crystal Design. Specifically, my job consisted of numerical calculations of Photonic Crystal Design and measurements of samples fabricated in our lab.

Fun Cultural Experience
As an international student from China, working in Japan has been a new experience since I am always interested in Japanese culture. I amharted about the landscape we have seen before we start, but actually there are a lot of overseas internship students. I think most of my memories is always travel around with my colleagues during weekend. For example, we spent 12 hours climbing mount Fuji, it was challenging, but afterwards, we felt very proud of ourselves.

Relation to Your Major
My research project for the internship was quite interdisciplinary and required collaboration between technical fields. The fabrication of Photonic Crystal and measurement of samples is very similar to what we have done before program.

Graham McAllister
Major: Computer Science
Employer: Rakuten
Location: Tokyo, Japan
When: Summer 2017

Summary
I got to experience an aikido session (upon jmo) a few times, which was really exciting. It is a celebration at the end of a party with friends or coworkers (in this case it was with coworkers). You all gather in a circle and slap and cheer in a certain rhythm, its really fun!

Relation to Your Major
As a computer science major, it not only related to a lot of skills I learned in school. Concepts such as object-oriented design, database management, information security, and multi-threaded programming were used daily.

Haiqi Wen
Major: Mechanical Engineering
Employer: NTT
Location: Tokyo, Japan
When: Summer - Fall 2017

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Fun Cultural Experience
As an international student from China, working in Japan has been a new experience since I am always interested in Japanese culture. I amharted about the landscape we have seen before we start, but actually there are a lot of overseas internship students. I think most of my memories is always travel around with my colleagues during weekend. For example, we spent 12 hours climbing mount Fuji, it was challenging, but afterwards, we felt very proud of ourselves.

Relation to Your Major
My research project for the internship was quite interdisciplinary and required collaboration between technical fields. The fabrication of Photonic Crystal and measurement of samples is very similar to what we have done before program.
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 be a good idea if you don’t speak Japanese well).
Typical Japanese Business Letter Format
(See GoingGlobal for more information)

Basic Cover Letter
(See GoingGlobal for more information)

Content Sample – Recent Graduate and Experienced Professional (Japanese)

前略
貴社が社員募集をしていらっしゃることを(source of information)求人欄で拝見しました。
是非、貴社で仕事をしてみたいと思っております。履歴書を同封いたしましたので、よろしくお取り計らいのほどお願い申し上げます。

Content Sample – Recent Graduate and Experienced Professional (English)

I saw in the help wanted column of the (source of information) that you are looking for new employees.
I would very much like to work for your company. I have enclosed a résumé. I hope you will grant me your kind attention.
Finding a Job

+ Job Search Resources
+ Non-Profits and NGOs

Hiring Opportunities

+ Top Companies
+ Employment and Industry Trends

Getting the Job

+ Resumes and Cover Letters
+ Interview Advice
+ Work Permits and Visas

Professional and Personal Networking

+ Professional Associations
+ Corporate and Trade Groups
+ Individual Networking

Living There
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
QUESTIONS?
Global Internship Program

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