

(宛先)

(日付)

Re: Reference for (JET参加者氏名/Direct Hire/Dispatch)

To whom it may concern,

I am the (役職) at (学校名・組織名) in (場所)Prefecture and have had a working relationship with (JET 参加者氏名/Direct Hire/Dispatch) in this capacity since he/she (とちら) arrived here in July/August/September/April (とちらか) in (年). (JET参加者氏名)was placed as Assistant Language Teacher as a participant of the Japan Exchange and Teaching (JET) Programme / a direct hire for the \_\_\_\_\_ Board of Education / an employee of [name of dispatch company] (とちらか) , in the town of (市町村名) in (都道府県名) Prefecture, where his/her positive and bright attitude helped him/her to both adapt himself/herself to the Japanese culture and fit in to his/her host community with surprising speed.

(JET参加者氏名/Direct Hire/Dispatch) met with a number of difficult challenges during his/her [number of years] year stay, but showed great initiative in dealing with these challenges and overcame them with maturity and good judgment. He/she showed open mindedness in resolving cultural differences at his/her workplace and maintained very positive working relationships with his/her peers and fellow teachers throughout his/her stay.

(JET 参加者氏名/Direct Hire/Dispatch) threw himself/herself into his/her teaching role with great enthusiasm and went beyond his/her designated responsibilities to develop activities and events to make the learning experience more enjoyable for the (学校レベル) school children he/she was teaching. He/she also worked hard to promote intercultural understanding through building friendships with the Japanese people in various activities outside of his/her working hours. (JET 参加者氏名/Direct Hire/Dispatch)'s natural enthusiasm carried across to the children he/she taught and the people he/she worked with, and he/she has been extremely successful in his/her work as a cultural ambassador for his/her country.

It was a pleasure to work with (JET 参加者氏名/Direct Hire/Dispatch) during his/her stay here as Assistant Language Teacher, and I have no hesitation in recommending him/her to anyone who is seeking the above-mentioned qualities.

(署名)

(氏名)

(役職)

(学校名・組織名)

(住所、郵便番号)

Tel:(電話番号)

Fax:(ファックス番号)

Email:(メールアドレス)

(宛先)

(日付)

Re: Reference for (JET 参加者氏名)

To whom it may concern,

I am the (役職) at (組織名) in (場所)Prefecture and have had a working relationship with (JET 参加者氏名/Direct Hire/Dispatch) in this capacity since he/she (とちらか) arrived here in July/August/September/April (とちらか) in (年).

(JET 参加者氏名/Direct Hire/Dispatch) was placed as Coordinator for International Relations as a participant of the Japan Exchange and Teaching (JET) Programme / a direct hire for the \_\_\_\_\_ Board of Education / an employee of [name of dispatch company] (とちらか), in the town of (市町村名) in (都道府県名) Prefecture, where his/her positive and bright attitude helped him/her to both adapt himself/herself to the Japanese culture and fit in to his/her host community with surprising speed. (JET 参加者氏名/Direct Hire/Dispatch)'s main responsibilities include translating official documents such as the governor's letters and speeches, planning events for local and foreign residents alike to facilitate international understanding, and liaising with our friendship cities of (友好都市名).

(JET 参加者氏名/Direct Hire/Dispatch) met with a number of difficult challenges during his/her (one/two/three/four/five) year stay, but showed great initiative in dealing with these challenges and overcame them with maturity and good judgment. He/she showed open mindedness in resolving cultural differences at his/her workplace and maintained very positive relationships with his/her colleagues and work affiliates throughout his/her stay.

(JET 参加者氏名/Direct Hire/Dispatch) threw himself/herself into his/her role with great enthusiasm and went beyond his/her designated responsibilities to promote grass-root internalization in (都道府県名). He/she has excellent communication skills, is extremely organized and demonstrates a great sense of responsibility. He/she is a highly motivated individual who is also flexible and will be an invaluable member to his/her team.

It was a pleasure to work with (JET 参加者氏名/Direct Hire/Dispatch) during his/her time here as Coordinator for International Relations. He/she would be a tremendous asset for anyone seeking the aforementioned qualities and has my highest recommendation.

(署名)

(氏名)

(役職)

(学校名・組織名)

(住所、郵便番号)

Tel:(電話番号)

Fax:(ファックス番号)

Email:(メールアドレス)

## 推薦状様式

### 補足情報

#### 段落1: JET 参加者/Direct Hire/Dispatch の職務内容、経歴

- **Dedicated to improving students' (foreign) language proficiency**  
生徒の外国語能力の向上に尽力した
- **Contributed to (the promotion of) international understanding**  
国際理解に貢献した
- **Facilitated positive relations between ○○ (都道府県名) Prefecture and friendship/sister cities**  
友好/姉妹都市の交流促進に努めた
- **Planned and executed ○○ (回数) training seminars for ○○ (対象人数) Assistant Language Teachers and Japanese Teachers of English**  
語学指導助手及び日本人英語教師向けの○○(研修名)研修会を企画・運営した
- **Translated official documents, including letters and speeches for the governor, tourism pamphlets, and publications for foreign residents**  
知事挨拶及びオフィシャルレターをはじめ、公文書や観光資料、外国人住民向けの出版物を翻訳した

#### 段落2: JET 参加者/Direct Hire/Dispatch の人柄等

- **Shows/uses his/her initiative**  
自発性がある
- **Careful attention to detail**  
細かいところに目を配る
- **Follows tasks through to completion**  
業務を最後までやりぬく
- **Sense of responsibility**  
責任感がある
- **Keeps calm under pressure and accepts challenges**  
プレッシャーに冷静に対応し、チャレンジする姿勢がある
- **Works independently and effectively**  
自主性をもって、効率よく仕事に取り組む
- **Self-motivated individual**  
自発性とやる気がある

- **Outstanding leadership abilities**  
優れたリーダーシップがある
- **Great communication skills and team player**  
優れたコミュニケーション能力があり、チームの一員として作業・協力することができる
- **Willing to go beyond what is required**  
頼まれたこと以外でも積極的に取り組む
- **Punctual and hardworking**  
きちょうめんで勤勉である
- **Positive, bright and professional attitude**  
前向きで明るく、プロ意識がある

### 段落3: 推薦者の評価

- **No hesitation in recommending him/her**  
迷わずに推薦する
- **Has my highest recommendation**  
強く推薦する
- **Have no reservations in recommending him/her**  
強く推薦する
- **Every confidence in his/her ability to take on new challenges**  
新しい挑戦に十分に対応できると確信している
- **He/she will be a valuable addition to your organization**  
貴社にとって、貴重な人材となる