

(宛先)

(日付)

Re: Reference for (JET 参加者氏名)

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) in this capacity since he/she (どちらか) arrived here in July/August (どちらか) 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, 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) 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 working relationships with his/her peers and fellow teachers throughout his/her stay.

(JET 参加者氏名) 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) '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) 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) in this capacity since he/she (どちらか) arrived here in July/August (どちらか) in (年) .

(JET 参加者氏名) was placed as Coordinator for International Relations as a participant of the Japan Exchange and Teaching (JET) Programme, 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)'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) 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) threw himself/herself into his/her role with great enthusiasm and went beyond his/her designated responsibilities to promote grass-root internalisation in (都道府県名) . He/she has excellent communication skills, is extremely organised 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) 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 organisation**
貴社にとって、貴重な人材となる