

## **How to apply**

Applicants for intern positions (open desk) - please send us your CV (including your email address), portfolio (A4 format) and a self-introduction (in A4 and include your reasons for applying, and your areas of strength) by postal mail.

Please note that we cannot return submitted documents.

Please write in the cover letter that you are applying for an intern position (open desk) and the preferred working hours and clearly state if you would like a training course in order to gain the relevant university credits. Application must arrive between 2017/05/29 - 2017/06/04. Any application which arrive before or after this period will not be considered. Only successful applicants will be contacted (within 2 weeks of receiving the documents) with an interview date.

## **Please send your CV directly to the office address below:**

Internship Recruitment,  
Jun Mitsui & Associates Inc. Architects  
Lexington Plaza Nishi-Gotanda 2F, 5-2-4 Nishi-Gotanda, Shinagawa ku, Tokyo  
141-0031 JAPAN

## **Nearby stations:**

5 minutes walk from 'Fudomae station' Tokyu meguro line,  
10 minutes walk from 'Osakihirokoji station' Tokyu ikegami line,  
13 minutes walk from 'Gotanda station' JR Yamanote line

## **Contact:**

If you have any questions please contact us using the contact form found at  
<http://www.jma.co.jp/contact/>

We kindly ask you not to directly visit our office, or phone or email.

## **Outline of the internship (open desk)**

The goal of the internship is to provide you with a more practical experience compared to the university training by having you work side by side with members of staff in the office. You will likely be involved with one or two current projects (the exact number will vary, depending on your hours), and during which you can interact with senior staff members to help get an insight into your career in the future.

### **Typical internship experience on a project**

‘Explanation of the project outline’



#### **‘Design study 1’**

\* Design study by physical models and 3D tools.

During the model making period laser cutter and 3D printer may be used.



#### **‘Design team meetings’**

\* Each project has a team of two to five members of staff that you will be working with. You will participate in design team meetings, and towards the end of the internship be asked to do a presentation on what you’ve learnt during the meetings.



#### **‘Design study 2’**

\* Further design studies after the design team meetings.



#### **‘Design meeting’**

\* You will participate in design meetings with our company’s senior members, and towards the end of the internship be asked to do a presentation on what you’ve learnt during the meeting.



#### **‘Help prepare presentation aids for meeting with clients’**



#### **‘Client meeting’**

\* You may be asked to participate in the meeting with clients.



#### **‘Internal information exchange presentation (once a month)’**

\* You will be asked to do a presentation on what you’ve learnt and achieved during the internship.