

Your name  
Street address  
Postal address  
Phone number  
E-mail address

JOB APPLICATION  
Date

Title and name of the receiver  
Name of company / organisation  
Street address  
Postal address

#### JOB TITLE

##### 1<sup>st</sup> paragraph

How did you find out about the job?  
Why are you interested in working for this particular employer?  
Why are you interested in this particular job opening?  
What is your motivation for applying for this job?

##### 2<sup>nd</sup>-4<sup>th</sup> paragraph

What are your qualifications for this job?  
Have you done something similar in the past?  
Describe your expertise related to this line of work whether it is work experience, theoretical knowledge, volunteer work experience, language or computer skills or something you have learned in your leisure time activities.

##### Next paragraph

What are you like as a person?  
Do not only list adjectives but illustrate them with examples.  
What is your work style?  
Do you perform best when working independently or in a group?  
If your former colleagues have given you positive feedback, use it here.

##### Last paragraph

What happens next?  
Will you contact them or will you wait for an invitation to an interview?  
State your salaries wish if asked to do so.  
What is the best way to reach you?  
When would you be able to start?

Sincerely yours / Kind regards,

Signature  
Your name typewritten

Enclosure: CV

---

## CURRICULUM VITAE

Date

Name  
Address  
Telephone number  
E-mail

Date and place of birth:  
Nationality:

Photo

### EDUCATION

yyyy-

**List your current studies and all degrees you have completed after secondary school in reverse chronological order.**

Give the year of graduation, name of degree, name of university/ educational institution, and a brief description of your studies (majors, minors, student exchange, honours, topic of your thesis etc.).

yyyy

**You do not need give a list of courses you have taken or mention grades.**

Instead, you can list your additional education / special courses (not included in your degrees) under one title, "Courses", for instance.

### WORK EXPERIENCE

mm/yyyy-mm/yyyy

**List your work experience in reverse chronological order.**

State the job title, name of the employer and dates of employment. There is usually no need to mention exact dates, month and year will do. Give a brief description of your tasks and responsibilities. Use action verbs (I participated, initiated, obtained, investigated, evaluated etc.).

mm/yyyy-mm/yyyy

**You do not need to give full details of all previous work experience.**

Emphasise the experience that is relevant for the job you are now applying for and any work you have done in Finland.

mm/yyyy-mm/yyyy  
mm/yyyy-mm/yyyy

**Sometimes it is best to combine several**

work experiences under one title if you have lots of similar work experience.

---

## **LANGUAGE SKILLS**

List languages  
and estimate the level of command  
(native language/elementary/intermediate/fluent).

## **COMPUTER SKILLS**

Describe your skills. You can list the most important programmes you have used.

## **ACTIVITIES / INTERESTS / VOLUNTEER WORK**

What are your hobbies?  
Have you been active in any organizations?  
Have you done volunteer work?

## **REFERENCES**

Ask if some (1–4) of your former supervisors/colleagues/professors are willing to speak on your behalf. Put their details down as referees (name, title, phone number, e-mail). Always ask the person before naming them your referee. "References" is the last title of CV.

### **You might also want to mention:**

- Special skills, specialization
- Career goals / career objectives
- Publications and awards
- living or working abroad
- Military or civil service