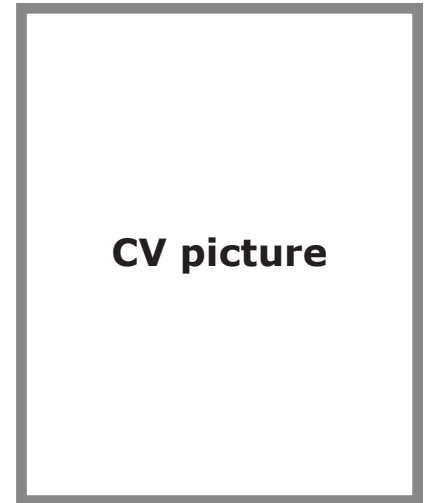




You should have your CV checked by a career specialist, whose comments and tips help you create top notch job application documents. Send the CV to the Union's customer service via email (asiakaspalvelu@ilry.fi) with your membership number.

CV

Name
Address
Phonenumber
Email
LinkedIn profile link
Your possible website
Date of birth (optional)



Write here a presentation chapter about yourself. Tailor it according to the job applied and highlight your most relevant competence and personal strengths in relation to that particular job. You can also mention here your biggest achievements. Write about active doings and avoid vague expressions like 'some' or 'plenty'. Use figures to represent e.g. budget responsibilities or the amount of subordinates in manager positions.

Work Experience

08/2010 -

Job title, Employer

Write in active mode about your most important tasks and accomplishments. Think what are the most important things and keywords to describe your job, related to the job you're now applying to. Usually your latest job may be the most relevant one, so it's good to focus thoroughly on this description. If there's been clear changes inside this job during the years, you can make that visible by e.g. mentioning how many years you did certain things.

08/2006 – 07/2010

Job title, Employer

Also here, mention the most relevant job tasks and accomplishments, keeping in mind the job you're applying to. What in this job was useful in relation to the job applied? Tell concretely and compactly about your job.

03/2003 – 7/2006

Job title, Employer

Also here, mention the most relevant job tasks and accomplishments, keeping in mind the job you're applying to. What in this job was useful in relation to the job applied? Tell concretely and compactly about your job.

1996 – 2003

Job title, Employer

When you have a lot of working experience, you can summarise all trainee jobs into one and describe from which sector those were. When you have already decades of working history, you can leave the beginning of your career totally off, especially if it has nothing to do with the job/sector you are now applying to.



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Education

- 2004** Degree, Study program,
Name of the school
- 1997** Matriculation examination / High school diploma,
Name of the school

Languages

- English** Native
- Finnish** Fluent spoken and written (working language for 7 years)
- Germany** Good spoken, fair written
- Chinese** Basics

IT skills

List here your most relevant IT skills regarding your job. Notice that you can gain good keywords from different programs, they will help your CV to come up if the employer searches/prioritizes candidates based on those.

Roles of Responsibility

- 2011-2013** Chairman of the board
- 2010** Member of the board

Hobbies

Orienteering and geocatching
Repairing old mopeds

References

John Production Chief, Company 1, contact info on request
Tina CEO, Company 2, contact info on request