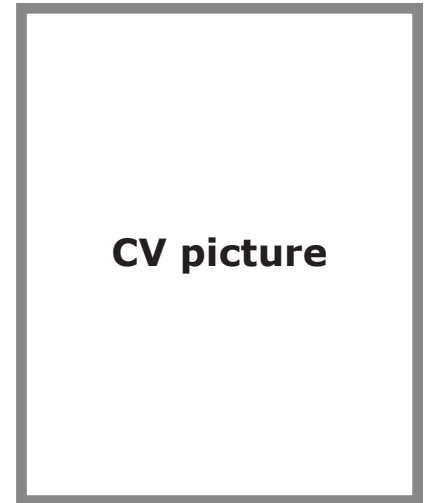




You should have your CV checked by a career specialist, whose comments and tips help you create top notch job application documents. Send the CV to the Union's customer service via email (asiakaspalvelu@ilry.fi) with your membership number.

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 which you have gained in your studies or your previous work experience. If you don't yet have a lot of work experience, you can also include relevant experiences from your hobbies or roles of responsibilities. Mention also your personal strengths, especially the ones which would bring success in the job you're applying to.

Education

- 2015** Engineer student, Study program's name
(add the amount of accomplished study points, 100/240sp)
Name of the school of applied sciences
- 2015** Matriculation examination / High school diploma,
Name of the school

Work Experience

- 09/2016 -** **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.
- 05/2016 – 08/2016** **Summer trainee, Company X**
The job title Trainee doesn't tell anything about the contents of the job or what you did during your traineeship. Therefore, mention here the most important job contents of that period. You can also mention if you received some positive feedback, or what you specifically learned during your trainee period.
- 03/2003 – 7/2006** **Salesperson, Company Y**
Even if the job is from totally another field than your current studies, it might include some elements that will be useful in the future. Customer service, using IT programs etc are skills which you can transfer with you and utilize also in your new jobs.

You can add more jobs here



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Languages

English	Native
Finnish	Fluent spoken and written
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

2015-2017	Assembly organizer
2016	Tutor, Metropolia AMK
2015-2016	Tubecon voluntary worker

Hobbies

eSports
anime

References

Kim Coder, Company X, contact info on request
Marian Store Manager, Company Y, contact info on request