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CURRICULUM VITAE

Date

Consider how to compile and present your contact and personal information. Make sure to give your name, contact information. Date of birth and place and family relations are voluntary items. A good photo in your CV personifies your application.

KNOW-HOW / COMPETENCIES

A voluntary item. Tell in a brief and concise manner, which things you command very well, if you didn't brought up them well enough in your covering letter. Describe your strengths and give reasons why you are good at these things and where have you gained that experience. You can for instance categorize your know-how or competencies under different branches of technology

EDUCATION

In general the most important degree will be indicated as first. Specify your major (if there is one) and possible minors and the subject of your thesis (if relevant for the job you are applying for). As an undergraduate student or fresh graduate mention your education before work experience. When you have got more work experience change their places.

FURTHER EDUCATION

Tell herein relevant taken further education for the job you are applying for. Courses of one day don't normally count as further education, but as part of the maintenance of your know-how.

WORK EXPERIENCE

Describe in reverse chronological order information about previous employers, work tasks and the length of employment. The duration can be given in months, *10/1998-2/2003*. If your work experience covers other fields of industry than your own field, you can consider categorizing it under headings such as: *work experience from my own field* and *other work experience*. Tell, which has been for you principal work tasks, and mention other assignments which might be of interest.

LANGUAGE SKILLS

List your knowledge of languages, and tell in what kind of situations you can use them. For instance: *English has been my main working language for three years*. You can also describe your command with: *fluent, good, satisfactory*.

COMPUTER SKILLS

Mention your knowledge of programs by name and describe the level of proficiency. If information engineering belongs to strongest competencies, specify it under different categories.

HOBBIES / ACTIVITIES / INTERESTS

These will give more information about you and your personality. Reflect what your interests tell about you and how they will improve your efforts in finding a job. And above all: what do you want to communicate with them to the employer.

MILITARY SERVICE/NON-MILITARY SERVICE

Depending on the employer the work experience alongside the possible leadership and special training can be a competence well in demand in the labour market.

ORGANIZATIONAL ACTIVITIES/POSITIONS OF TRUST

A voluntary item. Positions of trust are worthwhile for you to mention if they will improve your employability or you have few work experience. If you want, you can mention them under the category "Hobbies".

REFERENCES

Give here the name, job title and contact information (phone number) and how you connect to him / her. Two or three referees are enough.

REMEMBER!

Clearness, readability and good arrangement are the corner stones of a functional CV! Depending on the amount of work experience and computer skills you have, the length of your CV can be from one to two pages. Don't exceed two pages. If your previous work has included writing of publications, you can compile a separate enclosure out of them.