

Resume vs. CV

Note for the United States:

- No personal information, such as DOB, nationality, gender, marital status, some recommend not even a picture. This is due to problems with discrimination, in other words, employers are so afraid that they may be accused of discrimination; they may not even read resumes/applications containing such information.
- Written without using personal pronouns, in third person (I, me, my, mine)
 - o E.g. "Maintained customer satisfaction by providing assistance..."
- Americans know Finnish culture quite poorly: for military service, mention that it is compulsory/mandatory, otherwise it may seem odd for an almost engineer to have military back ground.
- Make sure that when you write about your interests/activities (for Americans, "hobbies" may sound childish), even a foreigner who has never been to Finland understands what they entail. (Explain in English with a few words, what type of organizations or associations you refer to, it is better to be clear than leave the reader guessing).
- Driver's License classifications do not apply in the US, also mentioning the fact that you have a Driver's License may seem odd to an American: everyone has one over there.

CV's in Europe:

- Appear more like the Finnish version translated into English.
- Even British looks close to the Finnish one, be sure you know the correct verbiage, though. E.g. "Luottamustehtävät" can be translated into "Positions of Trust", but it is not "Confidential Posts" (the latter you hold if you've worked for FBI, CIA, or NSA ☺).

Notes for both Europe and U.S.:

- Finnish school system is not known else where, please do not include your grades from your Matriculation Examination or High School Diploma. If you have been an exchange student, you should mention that.
- You high school no longer is important: no need to mention that, unless applying for a Finnish company, they are the only ones who could be interested in it.
- If you feel your language skills in certain languages are not that great, list them as "basics" as "fair" gives a more negative image.
- Do not use contractions, such as don't → do not, I'm → I am, etc.
- Make sure you have written the dates in all your documents in an English format, e.g. March 21, 2005.
- SPELL CHECK YOUR RESUME AND COVER LETTER!!!

Useful sites:

<http://owl.english.purdue.edu/workshops/hypertext/ResumeW/index.html>

<http://www.susanireland.com/resumework.htm##8>

<http://www.jobcircle.com/career/coach/>

<http://www.support4learning.org.uk/jobsearch/cover.htm>