



## CURRICULUM VITAE (CV): GUIDANCE

# NAME

## PROFESSION/STUDENT

### WRITE A SHORT TEXT ABOUT YOURSELF HERE:

- Who am I?
- How old am I?
- What can I do?
- What do I want to do in the future?

## EDUCATION

### WRITE HERE ABOUT YOUR STUDIES:

- Enter your studies in chronological order (most recent first).
- Tell what you are currently studying.
- Write the name of the institution and the duration of your studies.

## WORK EXPERIENCE

### DESCRIBE HERE WHAT WORK YOU HAVE DONE:

- Write your work in chronological order (most recent first).
- Tell what work you are doing right now.
- Write the name of the job, the duration of the job, the name of the company and the location.
- You can also write what kind of tasks you did, whether you had any responsibilities and what skills you learned.

## OTHER EXPERIENCE

### WRITE HERE ABOUT YOUR OTHER EXPERIENCES:

- For example, write about volunteering, internships or positions of trust in chronological order (most recent first).
- Include the name, duration, company name and location of the experience.
- You can also say what kind of tasks you did, whether you had any responsibilities and what skills you learned.

## FURTHER INFORMATION

### WRITE MORE ABOUT YOURSELF HERE:

- Write about other skills you think are relevant.
- Write about your hobbies.

## CONTACT

### ENTER YOUR DETAILS HERE:

 Phone number

 E-mail address

 Address

## LANGUAGE SKILLS- WRITE HERE WHICH LANGUAGES YOU SPEAK AND ON WHAT LEVEL

### FOR EXAMPLE:

- Ukraine - native language
- English - excellent
- Spanish - good
- Finnish - basics (I write, speak and understand Finnish well)

## SKILLS- WRITE HERE ABOUT YOUR SKILLS

### FOR EXAMPLE:

- Social media skills
- Computer skills
- Use of POS systems

## RECOMMENDATIONS

A REFERRER IS A PERSON WHO KNOWS YOU AND CAN RECOMMEND YOU. YOU HAVE TO ASK FOR A REFERRER YOURSELF. IF YOU HAVE A REFERRER, ENTER THEIR DETAILS HERE:

- Name of the referrer
- Company name
- Phone number



## CURRICULUM VITAE (CV): TEMPLATE

# MAIJA METSÄLÄ

## VOCATIONAL QUALIFICATION IN BUSINESS

I'm a 20 year old bright and energetic coffee shop worker from Mikkeli. I work in a café as a shift supervisor. I especially like preparing special coffees and work in customer service. My dream is to start my own café and study to become a barista. I am social and precise.

### CONTACT

 123 4567 890

 maija.metsala@e-mail.com

 Metsäpoluntie 8, 89600 METSÄLÄ

### LANGUAGE SKILLS

- Ukraine - native language
- English - excellent
- Spanish - good
- Finnish - basics (I write, speak and understand Finnish well)

### SKILLS

- Manufacture of speciality coffees
- Customer service
- Social media
- Microsoft 365
- Use of POS systems

### RECOMMENDATIONS

First name Surname  
Company Oy  
+358 12 345 6789

### EDUCATION

#### Vocational Qualification in Business

Metsälä vocational school  
2019 - 2022

### WORK EXPERIENCE

#### Shift supervisor, June 2022 - continuing Kahvikioski Oy, Metsälä

Preparing special coffees, customer service, cashier work, dishwashing and cleaning.

#### Gardener, June 2019 - August 2019 Puutarha Oy, Metsälä

Planting, weeding, watering and customer service.

### OTHER EXPERIENCE

#### Internship, June 2017 - July 2017 Kahvikioski Oy, Metsälä

Customer service, dishwashing, cleaning and cashier work.

### FURTHER INFORMATION

I have a drivers licence (B) and a hygiene passport. I play football and video games. Through video games I have learned to use different computer systems and to be precise.

# JOB APPLICATION: GUIDANCE

# NAME

# PROFESSION/STUDENT

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## CONTACT

 phone number

 e-mail address

 address

### THE FIRST PARAGRAPH:

First, enter the title of the work you are looking for (use capital letters).  
Then explain why you are applying for the job.  
Why exactly should you get this job?

### THE SECOND PARAGRAPH:

Introduce yourself briefly.  
Tell if you are studying something or if you are working.  
Write down your previous jobs, including internships.  
Tell about your strengths (for example, what languages you speak  
and what you have learned in previous jobs).

### THE THIRD PARAGRAPH:

Tell about your skills and expertise.  
Tell things about yourself that are needed in the workplace.

### THE LAST PARAGRAPH:

Tell why you are interested in this job.  
Tell that you would like to discuss more in a job interview.

Kind regards  
NAME

Annex: CV