



# **Job application and CV**

## **Read job advertisements carefully**

Before you write a job application, read the job advertisement carefully and think about the kinds of skills and competence the employer is looking for. Think of how your competence corresponds to the employer's wishes and requirements.

You can also contact the employer and ask for more information if you have a question that the advertisement does not answer. Call the employer only when you want to ask something concrete about the job.

## **Job application**

Usually when you apply for a job, you send a job application and a CV (curriculum vitae) to the employer. Sometimes the job application can be a video, a portfolio or, for example, a web page. Write the application and CV in the same language that was used in the job advertisement.

Write a new application and update your CV every time you apply for a new job. You can type the application into an email message or add it as an email attachment with the CV. Always add attachments in the PDF format. You can often send the application and CV through the employer's website.

The purpose of a job application is to arouse the employer's interest so that they will invite you to an interview. The application is a reply to the job advertisement. Respond to the wishes and requirements that were mentioned in the job advertisement. Emphasise the things that are important for the task. Give concrete examples of your competence. Assure the employer that you are suitable for the task.

A job application is usually a little under one page long. Ask someone to read and check your application.

# Curriculum vitae or CV

A curriculum vitae or CV includes your competence, work experience and education in a dense and clear format.

There are different CV models. In a traditional CV, you can list your competence chronologically. In a competence-based CV, you can group your skills into different competence areas. The CV can also be a video, portfolio or web page. Explore different CV models and build a curriculum vitae that suits you.

A CV is usually 1–2 pages long. Remember to revise your CV for each new application.

## What does a CV include?

- **Name and contact information** – Address, e-mail address, telephone number.
- **Work experience** – List your previous jobs, starting with the most recent one. Also specify the duration of the employment. Describe your tasks and the skills you have learned in the work.
- **Education** – List your degrees chronologically, starting with the most recent one. Include the name of the degree, the name of the study programme, the name of the educational institute and the time of graduation.



- **Courses** – List under one heading the Finnish language courses and other courses that you have completed.
- **Other competence** – Language skills, IT skills, licences such as a hygiene pass.
- **Publications and other demonstrations of skill** – If you want, you can list your own publications or demonstrations of skill.
- **Hobbies, positions of trust** – You can also share your own interests.
- **References** – You can add the names of people who have promised to recommend you for the job. Add the contact information of the references. Remember to ask the reference for permission.

At the beginning of the CV, you can add a summary or a profile describing your background and core competence with a few sentences. You can describe the goals of your job search or your special competence. You can also include a photograph of yourself.