



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



MAIJA METSÄLÄ

VOCATIONAL QUALIFICATION IN BUSINESS


I'm a 20 year old bright and energetic coffeeshop 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 cashierwork.


FURTHER INFORMATION

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

NAME

PROFESSION/STUDENT

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