

## Sample CV in English

### Curriculum Vitae or Your Name

Date

#### Personal Details

Name, address, email, mobile /telephone number

Date and place of birth

Nationality

(Civil status)

#### Education

Mention all degrees you have completed after secondary school. Give the year of graduation, name of degree, school name, and a brief description of your studies (majors, minors, honours etc).

You do not need give a full list of courses you have taken or mention grades. You should, however, give the topic of you thesis.

#### Work experience

List your work experience in reverse chronological order. State the job title, name of the employer and dates of employment. There is usually no need to mention exact dates, month and year will do. Give a brief description of your tasks and responsibilities.

You do not need to give full details of all previous work experience but make sure there are no gaps in your work history. Emphasise the experience that is relevant for the job you are now applying for and any work you have done in Finland.

#### Computer and language skills

Remember to mention the level of command: native language / elementary / intermediate / fluent

#### Activities / Interests

What are your hobbies?

Have you been active in any organisations?

Have you done volunteer work?

#### References

This section is not compulsory in a Finnish CV. However, if you know that your former supervisor and/or professor is willing to speak on your behalf, it might be a good idea to put their details down as referees (name, title, contact information).

Always ask the person before naming them your referee.

#### You might also want to mention:

- awards and special skills
- military service
- publications
- living or working abroad