First and last name **CURRICULUM VITAE**

Date of birth: dd.mm.yyyy (optional)

Street address

00000 City mm/yyyy

[example@example.fi](mailto:example@example.fi)

040 123 4567

**PROFILE** Here you can write a few sentences about your core knowledge, talents, way of working and your future (work) goals. This is a good opportunity to make the employer interested in you and read the rest of your application. You can customize your profile text according to the job you’re applying for.

**WORK EXPERIENCE**

mm/yyyy– Name of the company   
Job title  
  
Here you can write a few sentences about your job, tasks, responsibilities and achievements.

mm/yyyy–mm/yyyy Name of the company   
Job title  
  
Here you can write a few sentences about your job, tasks, responsibilities and achievements.

**EDUCATION**

mm/yyyy–mm/yyyy Name of the school  
Name of the degree

mm/yyyy–mm/yyyy Name of the school  
Name of the degree

**COURSES AND TRAINING**

mm/yyyy Occupational Safety Card (expires mm/yyyy)

mm/yyyy First Aid Course EA 1 (expires mm/yyyy)

mm/yyyy Hygiene Passport

mm/yyyy Excel Basics

**LANGUAGES** English Native language  
Finnish Intermediate  
Swedish Beginner

**COMPUTER SKILLS** MS Excel Basic  
MS PowerPoint Advanced  
MS Word Intermediate  
  
Here you can write a few sentences about your IT skills. Remember to mention any software you may have used in your previous jobs.

**HOBBIES** Reading, gym

**VOLUNTARY WORK** Here you can add any other volunteer work you may have done.

**REFERENCES** Here you can add any references you may have; their name, job title and contact info (alternatively "available upon request"). Remember to ask your references if you can use them.   
  
First and last name  
Job title, Name of the company  
[example@example.fi](mailto:example@example.fi)  
040 123 4567