

**JOHN DOE**

123 Anystreet  
12345 Anytown  
000 – 123 4567  
email@address.com  
Date of birth  
Country of citizenship

**RESUME**

XX.XX.20XX

This resume template is intended for foreigners seeking employment in Finland.

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**PROFILE AND CORE COMPETENCES**

Use this space to tell shortly about yourself, your skills and your previous achievements that are relevant to the job you are applying for, max one paragraph.

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**WORK EXPERIENCE****Job title**

Employer, 09/2015 –  
*Brief description of job duties*

**Job title**

Employer, 01/2015 – 09/2015  
*Brief description of job duties*

**Job title**

Employer, 09/2008 – 12/2014  
*Brief description of job duties*

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**EDUCATION****Degree, year of graduation**

Educational institute A (most recent first), years of study  
*Specialisation, majors and minors, topic of dissertation.*

**Degree, year of graduation**

Educational institute B, years of study  
*Specialisation, majors and minors, topic of dissertation.*

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**COURSES AND ADDITIONAL EDUCATION**

(Use this space to disclose information that you consider to be relevant for the job in question. Chronological order, start with the most recent one.)

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| <b>LANGUAGE SKILLS</b> | native language | beginner | intermediate | advanced |
|------------------------|-----------------|----------|--------------|----------|
| English                |                 |          |              |          |
| Swedish                |                 |          |              |          |
| German                 |                 |          |              |          |
| French                 |                 |          |              |          |
| Russian                |                 |          |              |          |
| Finnish                |                 |          |              |          |
| Other, please specify  |                 |          |              |          |

**ADDITIONAL INFORMATION**

(Use this space to disclose information that you consider to be relevant for the job in question.)

**Residence and work permits**

- I have a Finnish residence and work permit \_\_\_\_\_
- I do not have a Finnish work permit \_\_\_\_\_
- It is possible for me to obtain a Finnish work permit \_\_\_\_\_
  
- I have a Finnish identity number \_\_\_\_\_
- I have a Finnish bank account \_\_\_\_\_
  
- Other details;

**Hobbies and positions of trust**

List them here if they are relevant.

**References**

Jane Doe, Service Manager, Company Inc. Tel. 000 – 765 4321,  
jane.doe@address.com  
etc.

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(It is recommended not to exceed two pages.)