

# CV

A Curriculum Vitae, i.e. CV, is a concise summary and listing of the applicant's skills. The general guideline is that a CV of a young person should not be longer than two A4 pages. There are different ways of compiling a CV, but it has to be concise and easy to read.

## CUSTOMISE AND BE CONCISE

Write clearly and concisely. Choose which work experience and skills you include in the CV based on which ones are important for the work you are applying to. Avoid using the same sentences in the application and the CV.

## REFINE THE STRUCTURE AND PRESENTATION

First, employers often only glance through the CVs and applications. The purpose is to find out if they are worth reading.

The reading experience can be influenced with typography:

- choose the font carefully, are the headings easy to read?
- check the spacing and line length
- use columns, indentations or lists if needed

You can also draft a more visual CV if it fits your personality and the position you are applying to, but remember that the contents are always the most important part.

## ADD A PHOTO

With a photo, the applicant is more memorable. Use a new photo and update your CV regularly. The photo is usually placed in the upper right-hand corner. A good photo for a CV is a professional portrait, about the size of a passport photograph.

## STARTING WITH A SUMMARY/PROFILE?

Summaries where the applicants describes their skills, goals and strengths with a few selling, concise and interesting sentences have become more common in CVs. The summary is placed at the beginning of the CV and it persuades the reader to read further. If you decide to include a summary, edit the text carefully and direct it to the position you are applying to. You can also think that the summary is an answer to the question "why should I be hired?". Try not to use the exact same sentences that you use in the application.



### Curriculum Vitae

Date



Your contact information, link to LinkedIn

### Education

Degrees, starting from the latest. Higher education institution and time period. Major, minors. Thesis topic if relevant for the position.

### Work Experience

Starting from the latest. Describe the experience that is relevant for the position you are applying to, do not just repeat your job description.

**Positions of trust** Activities in organisations, e.g. on the board of a subject-specific organisation

### Language skills

You can describe your language proficiency as, for example, fluent, Proficient/very good command, good command, basic communication skills

### IT skills

Describe your skills concretely. Do not just list the names of the programs, but describe what you can do with them.

### Hobbies

They reflect e.g. how active and creative you are and your competency in certain matters.

### Possible references

Name and contact information. Remember to ask for a reference beforehand.



Turun yliopisto  
University of Turku

# JOB APPLICATION

The purpose of the job application is to convince the employer that you should be invited for an interview. The application sells your expertise and describes your motivation. It is usually one page in length.

## MATCH YOUR SKILLS TO THE REQUIREMENTS

Why are you applying for this job? Why should you be interviewed for the position? The employer seeks answers to these questions. Read the job advertisement carefully and find out what the employer is looking for. Find out more about the operations and goals of the organisation. In the application, reflect your skills to the needs of the organisation. The better you tailor your application to the organisation in question, the more likely you are to make an impression. If you write an open application, try to arouse interest by telling what expertise you could bring to the organisation.

## HIGHLIGHT YOUR MOTIVATION

Each employer wants to find a motivated expert as an employee. Lack in experience can be compensated with high motivation and a desire to learn. Relate your special interests and goals in the application.

## AVOID CLICHÉS AND SUMMARISE

Decide what you want to say and say it concisely. Even a short application can be very effective. Avoid truisms and officialise and write a text that is clear, informative and reads well.

## PROOFREAD

Spelling errors do not impress. The application has to be professional and smart. The CV and application are a pair: use the same font in both. If you send the application and CV by email, send them as PDFs.

## ONLINE APPLICATION FORM

Fill in as many fields as possible, as empty fields do not show up in a search. Use concise language that includes key search words for the employment. You can often add the application and/or CV to the online application, but all the information should be included in the form as the attachments might not be read.



**Job application**

Date

Your contact information

Who the application is addressed to.

### THE POSITION YOU ARE APPLYING TO

Say why you are interested in this particular job and how you meet the requirements for the position. Emphasise the skills and characteristics that make you a noteworthy applicant. Help the reader to justify to themselves the decision to call you to an interview.

Present yourself and describe your expertise, skills, experience, accomplishments etc. concisely. The application should not be a repetition of the CV, i.e. the purpose is not to list your work experience chronologically. Tell about your skills and base them on your work experience.

State a justified salary requirement only if you are required to.

Express your enthusiasm for coming to discuss the position in an interview.

Yours sincerely,  
Jane Smith

Appendices: CV  
Copies of certificates available when requested



Turun yliopisto  
University of Turku