

LOOKING FOR A JOB IN FINLAND – lecture

Wednesday 2.12. at 17.00-17.45 audit. S2

- 1. How to write a good CV and cover letter for the Finnish market**
- 2. How to contact employers effectively**
- 3. Recruitment channels**

Job search in Finland – Your skills, interests and priorities

Start with these

- What do you do best?
 - Your skills, knowledge and competencies
 - Your personal characteristics
- What do you like to do?
 - Your interests
 - Your values
- What are your priorities in life?
 - Your personal preferences
 - Your motivations

Job search in Finland – Exercise: Identifying accomplishments

- Situation: Describe the situation
- Obstacles: Describe the obstacles you faced
- Actions: List the actions you took
- Results: Describe the results that you obtained

What skills or personal characteristics did you use in this accomplishment?

When you are successful, it is usually because you are applying your skills and because your personal traits are assets for the task at hand.

Job search in Finland – CURRICULUM VITAE / CV

- A sales brochure
 - You are the product your resume is selling
 - Highlight the end results of your activities and what you have accomplished
- A calling card
 - Your resume is an overview, not a full story on your life
 - Brief summary of what you have done in the past and implies what you can do in the future
 - Direct, effective, professional
- A reminder
 - After an interview the CV helps the interviewer remember you
 - Neat, well set out, consistent
- A way to direct interview
 - The way you structure your resume can help direct the interviewer's attention to specific accomplishments and relevant experiences
 - What makes you unique and special?

Job search in Finland – CV your skills in black and white

1. Start with a "raw version"
2. Continue to specify to a certain job
3. Keep your target market in mind
4. 1-2 page A4
5. Check the grammar and spelling
6. Keep your CV updated
7. Be honest
8. So what? -test is useful

Curriculum Vitae

(photo)

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.

Specific skills/personal profile:

-your strengths and special skills

- living or working abroad

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Job search in Finland – Job application letter

- **1 page A4**
- **Check the grammar and spelling**
- **Check that you have answered the job requirements**
- **Only the absolute necessary information**
- **Neat, easy to read**
- **Show that you are interested**
- **Use concrete examples**
- **Show your personality**

Job search in Finland – Job application answers the following questions

- **Who are you?**
- **What is the job you are applying to?**
- **Why this job (motivation)?**
- **What can you do, what's your experience?**
- **What can/will you learn?**
- **What kind of person are you, how do you work?**
- **When can you start?**
- **Salary if requested**
- **References if requested**

Sample application letter

Your name
Street address
Postal address
Phone number / mobile
Email@address
Title and name of the receiver
Name of company / institution
Street address
Postal address

Date

(Photo)

The introductory paragraph
How did you find out about the job, indication to the job ad
"Please find enclosed my CV, which I am forwarding to you as an application for the position of..."

The main body (2-3 paragraphs)

-1st paragraph
Why are you interested in working for this particular employer?
Why are you interested in this particular job opening?
What is your motivation for applying for this job?
What are your qualifications for this job?
Have you done something similar in the past?
Describe your expertise related to this line of work whether it is work experience, theoretical knowledge, volunteer work experience or something you have learned in your leisure time activities.

-2nd paragraph
What are you like as a person?
Do not only list adjectives but illustrate them with examples.
What is your work style?
If you have outstanding computer or language skills, remember to mention them here.
Do you perform best when working independently or in a group?
If your former colleagues have given you positive feedback, use it here.

Closing paragraph
What happens next? Will you contact them or will you wait for an invitation to an interview?
State your salaries wish if asked to do so.
What is the best way to reach you?
When would you be able to start?

Sincerely yours, (English)
Ystävällisin terveisin (Finnish)
Signature
Your name typewritten
Enclosure(Attach your CV)

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Job search in Finland – Finnish language

(SITR-Project / www.uta.fi/sitr/working)

- In most jobs, a good command of the Finnish language is required
 - Safety at work
 - Orientation / training is only possible in Finnish
 - Internal materials are in Finnish
- Start learning Finnish as early as possible
- Try to speak Finnish in all kinds of situations with the Finns and with other international students

Job search in Finland – Take action!

(SITR-Project / www.uta.fi/sitr/working)

- Fill application forms
- Send CV:s and personal marketing letters
- Phone employers afterwards to remind them of yourself
- Meet and contact employers
- Take part in career fairs and events
- Be actively involved in various networks and in contacting people (networking)
- Join associations, guilds, societies, unions etc.
- Stay in touch with your teachers and researchers in your own field

Job search in Finland – Be active!

(SITR-Project / www.uta.fi/sitr/working)

- Keep on trying!
- Get back in touch after some time and ask about the situation
- Show that you are motivated and enthusiastic
- Ask for a possibility to get to a job interview
- Continue your studies and practice of Finnish. Even everyday language can be enough and is a good start.

Job search in Finland – Keep in mind

(SITR-Project / www.uta.fi/sitr/working)

- In Finland direct contact with the employer is the best way to proceed.
You have to be active yourself!
- Don't exaggerate your skills, keep to the facts, be polite
- Employers are recruiting because **THEY NEED** the job to be done not because **YOU NEED** a job, money, experience etc
- Employers are busy
- Communication culture should be like business style, not casual language

Job search in Finland – Internship or training period

(SITR-Project / www.uta.fi/sitr/working)

- Contact your internship contact person (teacher, coordinator etc.) at your department or study program
- Targets and demands for the internship qualification are based on degree requirements
- Department or study program will approve your internship periods and places
- How to seek for a internship placement depends on your study field
 - direct contacts from departments to practical training employers
 - you should be active yourself and contact employers

Job search in Finland – Where to find open jobs

(SITR-Project / www.uta.fi/sitr/working)

- **Internet**
- **Private employment offices**
- **Newspapers**
- **Websites of Companies**
- **Making direct contacts**



Job search in Finland – www Applications

- **Open application or specific vacancy**
- **Fill in accurately**
- **Prepare beforehand**
- **Use also the open sectors to highlight your personality**
- **Print the application for yourself**
- **Be active – show your motivation and interest**

Job search in Finland – Useful links for job search

- www.uta.fi/sitr/working/index.php
- www.adecco.fi – Jobs available
- www.adecco.fi/tty
- www.uta.fi/rekry
- www.mol.fi – Ministry of Labour (search engine only in Finnish, other information in English)
- www.aarresaari.net/ Finnish Academic Recruitment services (Jobboard)
- www.uratie.com/ - Open jobs in Technology and Business
- www.uranus.fi – Links to global job search sites
- www.tek.fi/tekrekry – Recruitment service for TEK members
- www.mps.fi/ - Jobs available
- www.elanit.fi/ - Newly educated in Technology and Business
- www.proselectum.fi/ - HR company in technology, business and IT
- www.studentjob.fi - Studentjob offers jobs to students
- www.jobcontactor.com/ - Jobs available