

# CV Workshops

## 11.1. & 14.1.2019

LUT Career services

Elina Hannikainen-Himanen

# Agenda

1. CV in brief – The recruiter's perspective
2. Content – How to bring out your skills, knowledge & competences
3. Working in pairs & commenting

# CV in brief

- curriculum vitae, ansioluettelo, resume
- Summary of your experience and skills
- Good CV presents your competences in an easy way AND brings out your personality
- Technically
  - Max. 2 pages
  - Pdf-format
  - Language
- Full CV vs. tailored CV

# Recruiter's point of view

- Most important recruiting tool
- The first decisions are usually made purely based on CVs
  - Interesting
  - Easy to read – 10 seconds
  - Key words
  - No spelling mistakes
- Recruiters are looking for skills but also a personality to fit the team
- Decision makers: HR, recruiting manager, software

# Few examples

- Student CV
- Bachelor's CV
- Master's CV
- Int'l CV

# Content

- Personal information
- Short profile
- Education
- Work experience
- Projects
- Positions of Trust
- IT skills
- Language skills
- Hobbies

# Personal information

- First and last name
- Home address
- Phone number
- Email address
- LinkedIn profile
  
- Date and place of your birth
- Photo

# Short profile

1. Most important strengths from the work point of view
  - What you can offer to the employer?
2. Your own ambitions towards work
  - What motivates you?
  - What interests you the most?
  - What you would like to do?



# Education

- Degree
  - Ylioppilas / Insinööri (AMK) / Tradenomi (AMK) / Sosionomi (AMK) / Tekniikan kandidaatti / Kauppatieteiden kandidaatti / Diplomi-insinööri / Kauppatieteiden maisteri
  - Upper secondary school graduate / Bachelor of Engineering / Bachelor of Business Administration / Bachelor of Nursing / Bachelor of Science / Master of Science / M.Sc. (Tech.) / M.Sc. (Bus.Adm.)
- Official name of the school or university
  - Saimaan ammattikorkeakoulu / Lappeenrannan-Lahden teknillinen yliopisto LUT
  - Saimaa University of Applied Sciences / Lappeenranta-Lahti University of Technology LUT
  - For studies abroad also mark the city and country of the university.
- Time span
  - Year of the graduation for those that you have already finished.
  - For current degree mark the studying period e.g. 9/2016 to present

# Education – other important information

- For on-going studies mark the number of completed ECTS (e.g. 245/300 ECTS or 98/120 ECTS)
- The degree programme and the major subject.
- Possible minor subjects can also be marked if they are relevant to the position in question.
- Topics of your Bachelor's and Master's Thesis
- Remember to mark your exchange studies

# Work experience

- Job title
- Name of the employer (& description)
- Time span (e.g. 5/2018 – 9/2018)
  
- Most important tasks and responsibilities
- Skills and competences learned

# Projects

- Project name & short description
- Time span (e.g. 5/2018 – 9/2018)
- Your role in the project
- Skills and competences learned

# Positions of trust

- Position
- Organization
- Timespan
  
- Most important tasks and responsibilities
- Skills and competences learned

# Language and IT skills

- Separate subheadings
- Use a scale e.g. native - excellent - good – basics

# Working in pairs

1. Choose your pair
2. Have a look at the CV of your pair
3. Mention at least 3 good things in the CV
4. Give max. 3 improvement ideas



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