

APPLICATION is a marketing letter to the employer

Your name Your contact information	APPLICATION date
Name of contact person Contact information of company	
TITLE OF POSITION APPLIED FOR	
Tell who you are and describe your educational/professional background. State what position you are applying for and how you received information of the opening. Motivate the reader to read through the whole of your application.	
Write your application with the specific employer in mind . He/she wants to know what you have to offer especially for him/her! Your competence should stand out with just one glance of the application letter. Concentrate on things that are relevant for the position (or at least the company, if you are sending an open application). Describe your professional competence and your responsibilities and accomplishments in previous jobs. State your motivation for applying for this particular position and company (the reader won't be satisfied with you just happening to need a job).	
Describe your personal strengths . Tell of your current work situation and when you would be able to start (term of notice). If you are applying for internship or a fixed-term employment for other reasons, state how long you would be able to work.	
In conclusion give reason to why you should be hired to do this particular job. Give a realistic salary request if one has been asked for (see tek.www.fi for reference). Say that you will be glad to present yourself in an interview. If you are sending an open application, say when you will be contacting the company - and do it!	
Yours sincerely/Yours faithfully,	
<u>Signature</u> Clarification of signature	
Enclosures: CV/resume (transcript of completed courses, copies of diplomas and other possible enclosures only if requested)	

When writing your application, you should remember that you are the best expert concerning your competence. With your application, you are marketing your competence to an employer who might be reading hundreds of applications daily. With a good application you can stand out from the crowd, make yourself indispensable and get an invitation to a job interview.

Tailor your CV and your application letter for the position you are applying for. Use the webpages of the company and analyse carefully the job advertisement to find out what the job requirements are and what other things might be important to the employer. Highlight these aspects from your experience in a positive and factual way. Be honest, but do not explain what you are not able to do. Write mostly about the competences in which you have achieved a high enough level.

- Find out as much information as possible about the company you are interested in before writing the application letter.
- Always tailor your application to match the position you are applying for.
- Consider what is relevant for the employer and then emphasize those things when describing your own skills.
- Describe your competence in a clear and concise manner; don't take any risks with humour.
- The length of your letter should not exceed one page.
- Don't use too complicated visual style in the application letter.
- Be neat, check your spelling and grammar.
- Save the application letter and cv in one file. Your name should be on every page.
- Respect the recipients wishes on how to send the application (by e-mail or mail etc.), always send your application by the deadline.

Curriculum Vitae - CV

Contact information

- clearly, up to date

Photo

- matter-of-fact passport photo

Personal information

- name, date and place of birth, marital status (optional)

Education

- starting with examinations/current studies leading to an examination, the most recent one first, ending with your matriculation examination. Under header "other education" can be listed courses, professional training etc.

Work experience

- relevant work experience in chronological order starting with most recent employment. Describe shortly your responsibilities. Under header "other work experience" you can list summer jobs etc.

Language skills

- starting with your mother tongue, other languages using expressions excellent - good - basics

IT-skills

- all your essential skills described as in language skills

Positions of trust / Publications / Special skills

- describe your positions of trust etc. - particularly if you haven't gained much work experience yet

Good length for your CV is 1-2 pages (A4). Don't leave any unexplainable time gaps in your CV

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CURRICULUM VITAE
17.1.2006



PERSONAL DETAILS

Name: Hilla Haapala
Date and place of birth: 1.12.1983, Pori

EDUCATION

Master of Science (Technology), Helsinki University of Technology, 2003 -
Major: Industrial Engineering and Management, Minors: Logistics, Automotive Engineering
Master's Thesis: The Effects of Automation on Workforce Morale.

Matriculation Examination, Ulvilan lukio (high school), Ulvila, spring 2001
Exchange student, Roswell High School, Texas, U.S.A. 9/1999 - 5/2000

WORK EXPERIENCE

Thesis worker/Research Assistant, Laboratory of Work Psychology and Leadership, 5/2004 - 11/2004
I worked on my master's thesis as part of an extensive research project. My work consisted of gathering data using different interview techniques and analysing it with data analysis programs. Working as part of a renowned, international research team gave me excellent insight into the field as well as deep understanding of different research methods.

Assistant, Student Office of Department of Industrial Engineering and Management, 1-3/2001, 9/2001, 2-5/2001 and 12/2002
My main responsibility was general student counselling. My tasks also included the supervision of monthly examinations and reorganising the department's archives.

Other work experience

I worked as an undertaker's assistant during summers 1995 - 1997. In addition, I had several short-term jobs during school terms, e.g. delivering papers, tidying parks and babysitting.

LANGUAGE SKILLS

Finnish - mother tongue
English - excellent; Cambridge Certificate of Proficiency, grade A, 2004
Swedish - good

IT SKILLS

MsOffice (Word, PowerPoint, Excel) - excellent skills
SPSS data analysis program - excellent skills
HTML - basic knowledge

POSITIONS OF TRUST

Secretary, Red Cross Junior Volunteers, 2002-2003
Head of student council, Ulvilan lukio, 1997-1998

HOBBIES

Voluntary work at the Red Cross, reading and swimming