

Ground rules for working in Finland

TEK's Career Services

Eva Lindström, Career Coach **TEK**

RESUME
Street Name: 1
70000 City Name
Tel: 0000 5555555
E-Mail: emailname@server.com

SUMMARY

- Experience in commercial engines development
- Expert knowledge in programming
- Strong experience in software design and architecture, animation, network programming, performance optimization
- 10 years of development experience. Worked on projects in various industries.
- Management of a small team of engineers

WORK EXPERIENCE

07/2007 - Present Company Name Ltd. (United States)
Lead Position Name

Working on new innovative project

- Sed sed ipsum et tortor ornare ullamcorper nec quis orci.
- Suspendisse nec urna sit amet arcu volutpat imperdiet vitae et velit.
- Donec et ipsum interdum, vulputate augue eu, aliquam ipsum.
- Integer sed turpis tempus sem laoreet pellentesque vitae tincidunt diam.
- Maecenas mattis mauris non neque fermentum, vel gravida turpis dignissim.
- Aliquam rhoncus quam eu eros ullamcorper iaculis.

01/2005 - 07/2007 Company GmbH
Position Name

Working on engine development:

- Nulla sed ipsum varius, imperdiet est mensa, Phasellus jassa.
- Nulla sed ipsum varius, imperdiet est mensa, Phasellus jassa.
- Aliquam vitae enim sit amet velit consectetur gravida in et lacus

ACADEMIC QUALIFICATIONS

What are we talking about today?

- Peculiarities of the Finnish working life:
 - Role of Professional organizations
 - Interactions in the workplace
 - Looking for a job

Break

- Non Academic CV
- Cover letter



1. Professional Organizations



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2. STYLE OF COMMUNICATING

3. RELIABILITY AND OBSERVING TIMETABLES

21.5.2019

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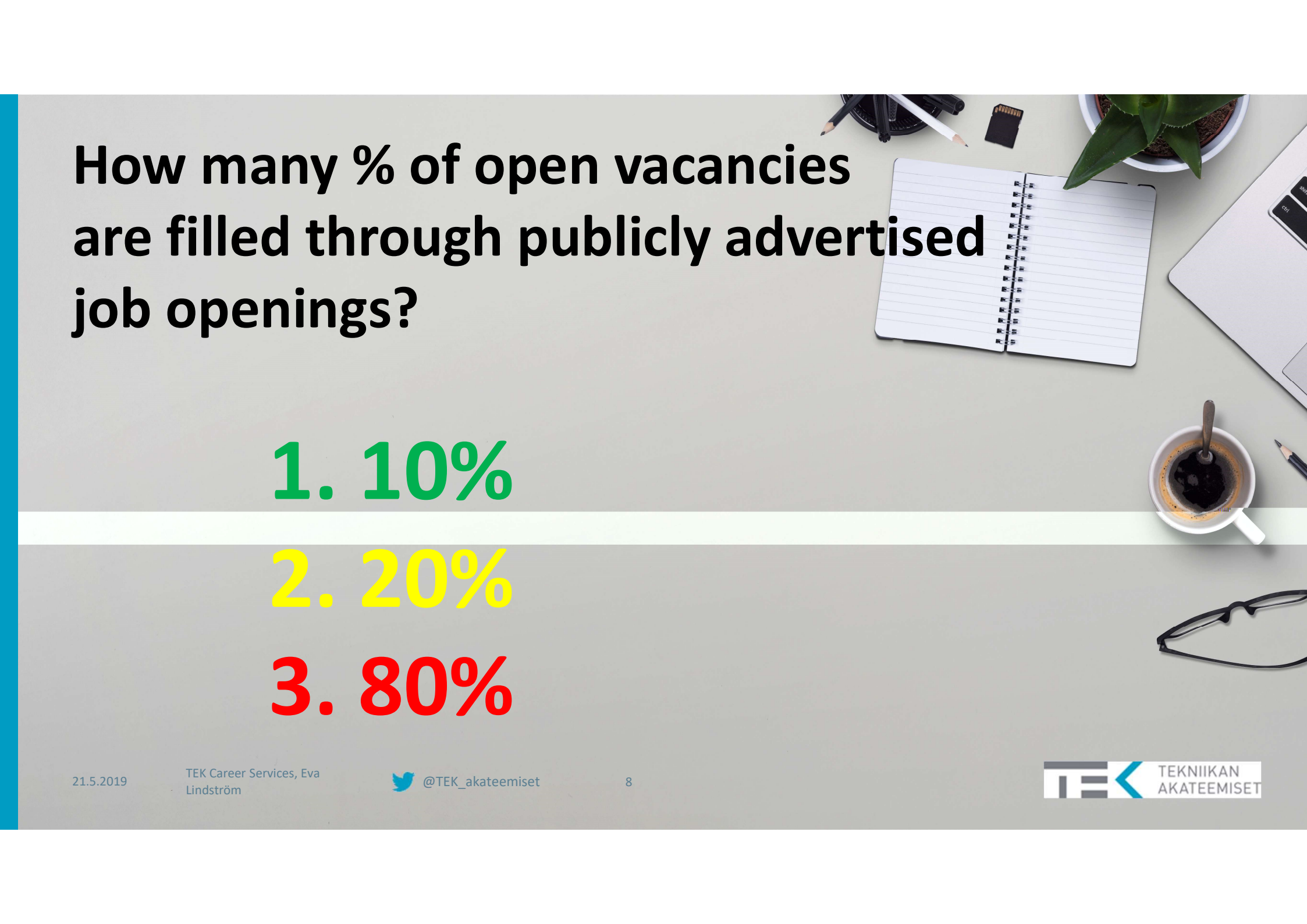
 @TEK_akateemiset

6

 TEKNIKAN
AKATEEMISET



4. Finnish language



How many % of open vacancies are filled through publicly advertised job openings?

1. 10%

2. 20%

3. 80%

5. 70 - 80% HIDDEN JOBS

- Look for information and keep yourself up to-date
- Offer your expertise: You need to have a clear message
- Not only well-known companies
- Be available: LinkedIn profile up to date, be active on social media, upload your CV to databases

Hidden job seeking - Where do I start?

- Make a list of a minimum 20-30 interesting employers
- Fastest growing startups in Finland: <https://startup100.net/top-100>
- **Job fairs and Recruitment events**

- **Great place to work:** www.greatplacetowork.fi
- **Kauppalehti's Menestyjät** ranking (of successful companies): www.kauppalehti.fi

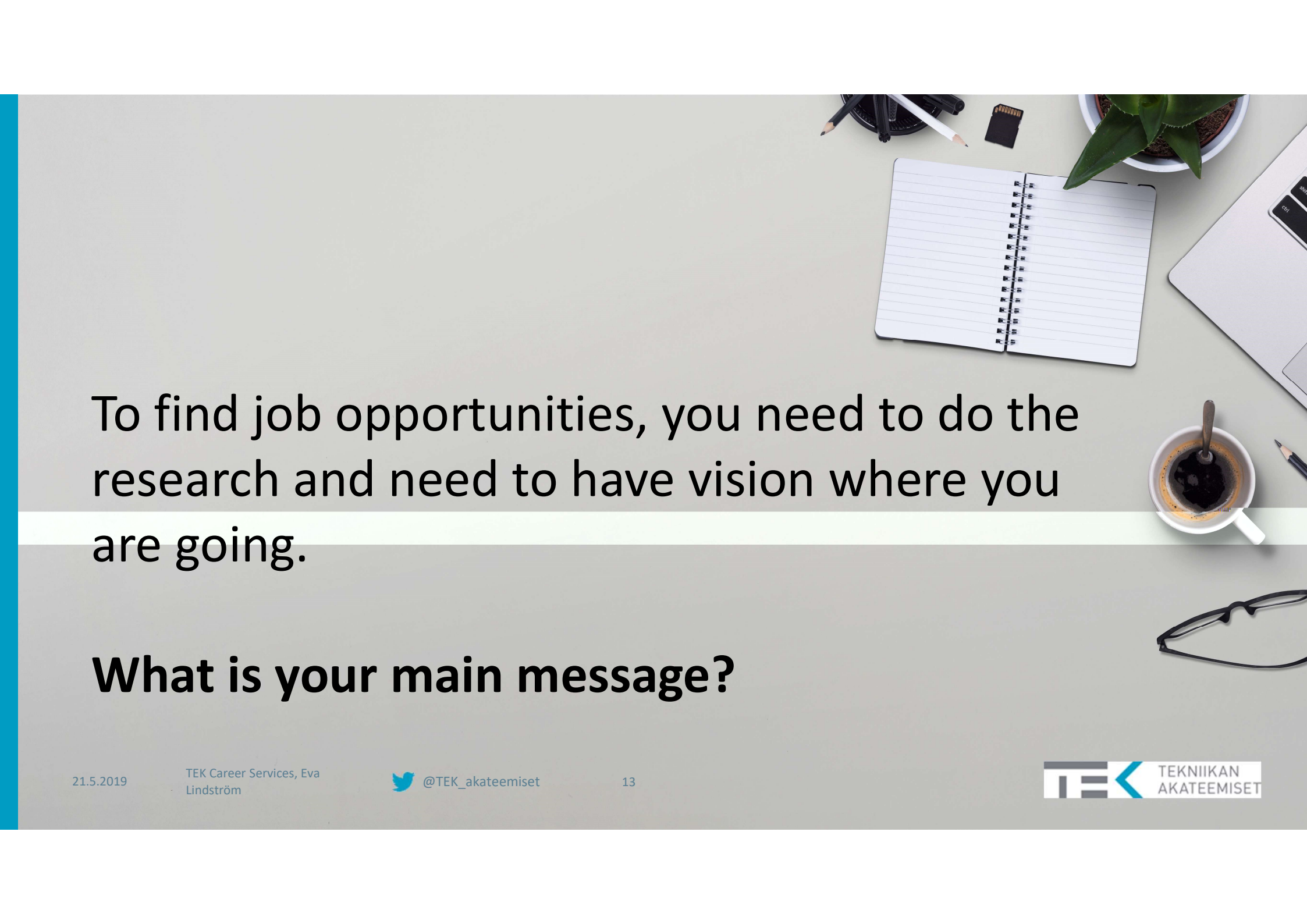
- Organisation that will introduce you to Helsinki's Startup scene.
Join their open events and meetups:
- **The Shortcut**
- **Maria01**
- **Slush:** Sign up as a volunteer



6. BUILD YOUR NETWORK AND USE IT



7. JOB SEARCH ATTITUDE



To find job opportunities, you need to do the research and need to have vision where you are going.

What is your main message?

Self-analysis – the basis for your job search

What do I get excited about?

What motivates me?

Strengths?

Who am I?

My core values?

My working style?

Weaknesses?

My personality?

What do I want to learn?

What do I want to do?

STEP INTO THE SHOES OF A RECRUITER

- Make Yourself Familiar
- Make the reading easy for the recruiter
- Convince You Bring Added Value



Let's have a short break

CV

Warm up

What is CV called in Finnish?

1. Current vitals
2. Ansioluettelo
3. Hakemuskirje

Do you know the difference?

1. Academic CV

2. Non-academic CV

3. EuroPass CV

4. Portfolio



A private sector recruiter is seldom very familiar with the academic world

- **Highlight elements other than just scientific research:**

Lecturing experience, product development, projects completed in cooperation with businesses, possible supervisory tasks etc.

- **Talk about the interaction skills:**

Negotiations with financiers, lead a research group or development project or direct the research work of others.

- **Productivity of the work correlates with the number of publications vs measured in terms of how useful the results of research have been for the organization.**

The objective of your CV

Is to get an invitation to a personal meeting

- Comprehensive and easy (=fast) to read through at the same time
- The focus should be on relevant things – what is your core message?

How to target your CV:

- 1. Think 'how is this relevant?'*
- 2. Read the job description carefully*
- 3. Use key terms from the job advert*
- 4. Call to find out more (yes, really!)*
- 5. Research the organization and sector*

Basic elements of CV:

- **Contact Information**, LinkedIn-profile + picture (cultural differences on this aspect), nationality
- **Summary/Profile/Core Competences and Strengths/Key Achievements**
- **Work/Professional Experience**
- (Academic) **Education**

In addition:

- Language Skills
- IT skills
- Courses (Leadership, Sales, IT-related courses...)
- Positions of Trust
- Awards, prizes
- Other relevant information
- References



EXPERIENCES

What do you do?

What is a typical research project in your work?

Outline with numerical data, such as research budget, number of personnel, duration, scope.

What has been your responsibility?

Why do you work?

What has been the goal of your research work?

Provide a practical framework for your research topics! Link them with a broader purpose, context or application field: *to reduce manufacturing time, reduce errors, develop an entirely new solution, improve quality, improve reliability, speed up the flow of information, save energy, reduce emissions or carbon footprint, improve usability, etc.*

What types of results have you achieved?

How do you work?

Is your research contribution part of a broader project? Or is it an independent research?

Talk about the methods, techniques, tools, processes, systems and standards you are using.

This type of information helps you describe your work concretely.

SKILLS

Hard skills: Accounting, sales, marketing, systems and tools, legislation, business skills, logistics, product development, processes, strategy.

Leadership: management team member, board member, chairman of the board

Ways to work: project work, virtual work, independent work, team work...

Sales, B2B (business-to-business), Programming, Research, innovation, product development

Writing abilities: manuals, articles, copywriting, press releases...

ALSO SOFT SKILLS!

- Communication skills; languages, verbal, written, presentation skills, negotiation.
- Ways of working: Alone, in team, virtually, different stakeholders
- International environment: Networks, market knowledge, multiculturalism
- Critical thinking & Problem solving: Analyzing, applying and implementing, distinguishing relevant information

MEHMET KAYA

SENIOR RESEARCHER



PROFILE

- Telecommunications professional with 10 years of R&D experience.
- Understanding of emerging technologies and services.
- Proven ability to manage cross-industry projects.
- An inspiring team leader and colleague.

EDUCATION

TAMPERE UNIVERSITY OF TECHNOLOGY, TAMPERE, FINLAND

PhD Electrical Engineering, 2018

- Thesis: *Machine learning in network optimization*

MSc Communications Engineering, 2010

- Thesis: *Network optimization using active antenna systems*

YILDIZ TECHNICAL UNIVERSITY, ISTANBUL, TURKEY

BSc Electronics and Communications Engineering, 2008

WORK EXPERIENCE

WORLD NETWORKS, TAMPERE, FINLAND

Senior Researcher 01/2015 - present

- Planning, driving and leading research and standardization activities on 5G and Industrial IoT.
- Developing technology concepts and strategies for the Automotive, Energy and Industrial Automation use cases.
- Participating in strategic planning of national and EU level research projects.
- Contributing to the creation of patent portfolio in strategic business areas.

NETWORK & WIRE, TAMPERE, FINLAND

Senior Researcher 05/2011 - 12/2014

- Planning, driving and leading research and standardization activities on 4G (e.g. Layer 2/3 protocols).
- Developing concepts and strategies on 5G technologies.

Researcher 09/2008 - 04/2011

- Developing, verifying and disseminating O&M product concept studies.
- Modeling and developing prototypes and simulators.
- Participating in research and standardization activities on 4G (e.g. WIMAX & LTE Layer 2/3 protocols).
- Planning and conducting joint industry-academic research studies via Tampere University of Technology.

TEK Career Services, Eva Lindström

MEHMET KAYA

Tampere, Finland

Phone:

+358 40 1234567

Email:

mehmet.kaya@mail.com

linkedin.com/in/mehmet-

dentz-kaya



ICT SKILLS

- MATLAB Advanced
- NS2/NS3 Advanced
- C/C++ Advanced
- JAVA Intermediate
- LATEX Advanced
- MS OFFICE Advanced



LANGUAGE SKILLS

- Turkish Native
- English Fluent
- Finnish Basic



FURTHER EDUCATION

- Leadership Course, Work Academy, 6 days, 10/2016-10/2017
- Effective Presentation Skills, Tampere University of Technology, 2 days, 2/2016



INTERESTS & HOBBIES

Travelling, Music



COVER LETTER

HAVE CLEAR IDEAS WHAT YOU COULD DO FOR THE COMPANY:

- **Motivation:** Why this company and this position?
- **How you can help:** Skills & experiences, explain in what way your background matches the job description.
- **Concrete examples of responsibilities and achievements:**
What did I do, and what good came out of it?
- **Avoid generic descriptions of skills:** Examples and facts
- **How does this task go together with you career goals?**

Structure of a cover letter

1. Paragraph

- What made you interested in the position? Why do you want to apply?
- What is the specific value you are able to produce for them with your own expertise?
- Future goals. How does this task relate to your career path?

2. Paragraph

- What makes you excellent for this job? Describe with examples
- Answer the requirements of the job advertisement
- Mention end results and accomplishments: *“The market share of our service business grew by 20 percent.”*

3. Paragraph

- Describe your working style and personality
- Make sure you meet the requirements of the job advertisement

4. Paragraph

- End the text positively and actively. *“I'll be happy to discuss more..”*.
- Remember to mention your salary request if requested.

COVER LETTER EXAMPLE

Application for a Master's Thesis position

I am looking for a Master's Thesis position in the field of HSEQ management in the pulp and paper industry. Pulpia Oy would be my first choice, because it strongly focuses on developing the HSEQ management in its operations.

Pulpia Oy has announced it will make remarkable investments on their HSEQ management in the next 12 months, and it would be great opportunity to work in a team that is responsible for developing the HSEQ management of the company. I visited Pulpia Oy's pulp mill in Rauma last year, and was truly impressed by the new technology used, and how safety issues were managed.

I am a fifth year Environmental Engineering student. I have studied Residual Resource Engineering and Industrial Ecology. My core expertise is understanding the central issues of environmental and safety management of various industries, and critical problem-solving skills on managing the challenges related to HSEQ management. In addition to these skills, I have learned valuable project management skills during my previous working positions. Therefore, I would like to apply these skills in my Master's Thesis.

Over the past few years, my previous work positions and university projects have greatly developed my teamwork skills, but I am also skilled in completing tasks that require working independently. As I have completed my studies in English, which shows my ability to work also in an international environment. Therefore, I am open for new opportunities to relocate abroad. I would be available to start work in the beginning of May.

I look forward to the opportunity to discuss with you personally, and share my ideas about possible Master's Thesis topics. I will contact you within a week.

Best regards,
Topi Tallinna
+358 41 322 4312
topi.tallinna@aalto.fi

21.5.2019

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Lindström

 TEKNIKAN
AKATEEMISET



www.tektyokirja.fi

In English!

Työkirja

2019



Contact

- Join TEK:
<https://www.tek.fi/en/membership/join-tek> or
e-mail TEK's member register: member@tek.fi
- TEK Career Services:
<https://www.tek.fi/en/services/career-services>
- Daniel@tek.fi