

NAME

Current Address:

Permanent Address:

Career Objective

A managerial position in an international company

Education

Helsinki School of Economics and Business Administration (9/XX to 6/XX)

International Bachelor of Business Administration (BBA), Mikkeli, Finland

- ! Faculty from top schools from all over the world
- ! Foreign study period required (9/XX to 1/XX)
- ! Current GPA 3.5 (based on 11 courses)
- ! Will complete 30 courses
- ! Graduating in May 19XX
- ! All courses taught in English

Munkkiniemi High School (8/19XX-12/19XX and 1/19XX-6/19XX)

Helsinki, Finland

- ! Class President (19XX-19XX)
- ! Graduated with an overall grade of L (L being the highest grade)

Kingswell High School (1/19XX to 12/19XX)

Invercargill, New Zealand

- ! Lived with a family
- ! Studied Economics, Languages, Mathematics and took several short courses
- ! Co-editor of the Kingswell high School Yearbook 19XX

Extracurricular activities

A special interest in languages, especially French and English

Taken 4 summer courses in French in France during summers (-XX, -XX, -XX and -XX)

Skills

- | | | |
|-------------------------|--------------------|-------------------|
| Languages: | ! Finnish (native) | ! French (good) |
| | ! English (fluent) | ! Swedish (good) |
| Computer Skills: | ! Word Processing | ! Electronic Mail |
| | ! PowerPoint | ! Excel |

Work Experience

- Summer 19XX **Kone Elevators**, Helsinki, Finland
Second largest international elevator company in the world
Internal messenger
Delivered and posted mail, organized files and did general clerical duties in a department of about 20 people
Learned about organizational skills
- Spring 19XX
(4/19XX to
6/19XX) **Au-pair**, Paris, France
Took care of three children (aged 2, 4 and 6)
Cleaned house, cooked and managed many aspects of the household

References

Iia Lappalainen
230 rue de Montagne
Paris
Tel. 12-345 678

Jussi Kaukonen
Quality Manager
Kone Elevators
Helsinki
Tel. +358-0-475 4377

Heikki Urmas
Dean
Helsinki School of
Economics
Mikkeli
Tel. +358-55-123 456