

Name

Current Address

Permanent Address

PERSONAL DATA

- ! Date of Birth: September 7, 19XX
- ! Social Security Number: 070976-064E
- ! Marital Status: Single
- ! Nationality: Citizen of Finland

CAREER OBJECTIVES

Management trainee. Plan to apply for a job in an international firm after graduation, emphasized in advertising or marketing, or on the other hand tourism, hotel management. After gaining some work experience plan to study more by doing the Masters degree.

EDUCATION

- ! ***The International Bachelor of Business Administration -program of Helsinki School of Economics and Business Administration*** in Mikkeli, will graduate in spring 19XX.

- ! Mandatory courses:

Macroeconomics

Managerial Economics

Principles of Management

Financial Accounting I, II

Management Accounting

Managerial Finance

Quantitative Methods

Business Communications

Foreign Languages

Financial Mathematics

Introductory Statistics

Finnish Economy

- ! Selective courses done:

European Legislation, Human Resource Management

- ! all courses are taught in 45 hours during intensive three-week periods

- ! ***Vantaanjoen lukio (senior secondary school)***, graduated spring 19XX, with average grade of Laudatur

LANGUAGE AND COMPUTER SKILLS

Fluent:

* ***Finnish***

* ***Swedish***

* ***English***

Adequate:

* ***French***

* ***German***

- ! Taken a class in computers, able to use word processing and spreadsheet programs (Windows, Excel, PowerPoint) and e-mail as well as Internet

EXPERIENCE

- ! no actual previous working experience, some occasional baby-sitting and watering

INTERESTS AND HOBBIES

- ! Played flute for 10 years, both individually and with others in Vantaa Music institute
- ! Other hobbies of jogging, aerobics, circuit-training, gym, slalom and floorball, arts
- ! Member of the student union Probba

REFERENCES

- ! Tuulikki Aho, English lector, M.sc philosophy,
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- ! Mikko Lauronen,
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