

Instructions for Job-Hunting



Look for a Job

You can easily find job openings on web pages used by employers to announce vacancies. You can begin browsing vacancy announcements for instance on **Duunitori** (duunitori.fi) or the **TE-Office webpages** (paikat.te-palvelut.fi). **LinkedIn** is also a good place to look for job openings.

On most websites you can subscribe to so-called job alerts, which will notify you automatically when jobs matching your search criteria are announced on the website.



Create or Update Your CV

A **CV**, or **Curriculum Vitae**, is a document which contains the most important information about you as a job seeker. It's good to put some effort into creating your CV and to keep it updated, as it's your most important document when applying for jobs. You should include at least your contact information, educational background, work experience, and language skills in your CV.

You can download a simple CV template for free (cvpohja.fi/ilmainen/) or create your own, for example with Canva (canva.com).



Send in a Job Application

The job vacancy announcement will tell you how to apply for the job in question. Usually you will either send your CV and resume to the employer, or you will need to fill in an online form.

In your resume, you should explain why you are a good candidate for the vacant job. It's also good to express your motivation to be hired for the job in your resume. Remember also to answer the questions asked in the vacancy announcement in your resume. If you want, you can download a resume template (tyohakemus.org/tyohakemusmalli) and fill it in according to the job opening you are applying for.



Prepare for Your Job Interview

The employer will invite the candidates they think are most qualified for the job for an interview. Usually only some of the applicants get to have an interview, and therefore it's advisable to create your CV and resume with care in order to increase your chances of getting selected for an interview. Job interviews can be conducted in person, by phone, or for example via Teams.

It's good to prepare for your interview beforehand by thinking about answers to the most common job interview questions. You can find examples of the most-asked questions on Duunitori (duunitori.fi/tyoelama/yleisimmat-tyohaastattelukysymykset).

Rautatienkatu 10

Reception Services



Reception Services on Weekdays 9.00–16.00

Rautatienkatu 10, 33100 Tampere

You will find all International Skills Services under one roof. They are comprised by the International Skills Centre (OSKE), International House Tampere, and the Multilingual Info Mainio.

You will be directed at the 1st floor reception to the right place and service. If you have booked an appointment, you may come straight to the OSKE premises on the 5th floor.



Telephone Service on Weekdays 9–16

OSKE +358 41 730 1407

International House Tampere & Mainio +358 41 730 2769

We offer services in Finnish and English.

