

LOOKING FOR WORK IN FINLAND

CV, COVER LETTER & AI

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Looking for Work in Finland

Finnish Job Market Challenges

Understanding challenges in Finland's job market helps job seekers prepare and adapt effectively to local employment conditions.

Importance of Language Skills

Proficiency in Finnish or Swedish is crucial for successful communication and integration in the Finnish workplace. Finnish employers are reluctant to hire people that do not speak Finnish at least to some extent.

Networking and Connections

Building professional and other networks is key to discovering job opportunities and gaining valuable insights in Finland.

Utilizing Artificial Intelligence

Strategic use of AI tools can enhance job search efficiency and help tailor applications to employers' needs.

Language and Integration



Finnish – the language barrier

Importance of Finnish Skills

Finnish is essential for social interactions, understanding community affairs, and feeling included in Finnish society.

Basic Conversational Ability

Basic Finnish skills support integration and ease everyday communication without requiring full fluency.

Challenges Without Language Skills

Lack of Finnish skills can cause isolation and hinder professional success and personal wellbeing.

Benefits of Learning Finnish

Learning Finnish improves life quality and career opportunities for residents and workers in Finland.

Job Market Navigation



Where are the jobs?

Hidden Job Market

About 80% of jobs in Finland are unadvertised, filled through private and public networks.

Proactive Job Search

Job seekers should engage with employers, attend job fairs, and use social networks actively.

AI in Job Matching

Artificial intelligence helps identify relevant jobs and matches skills with requirements efficiently.

Where Jobs and Competencies Meet

Diverse Competency Demand

Employers seek a wide range of competencies beyond traditional job roles, expanding opportunities across industries.

Cross-Industry Opportunities

Economists in tech and engineers in healthcare exemplify how skills transfer across different sectors, as an example.

Proactive Skill Presentation

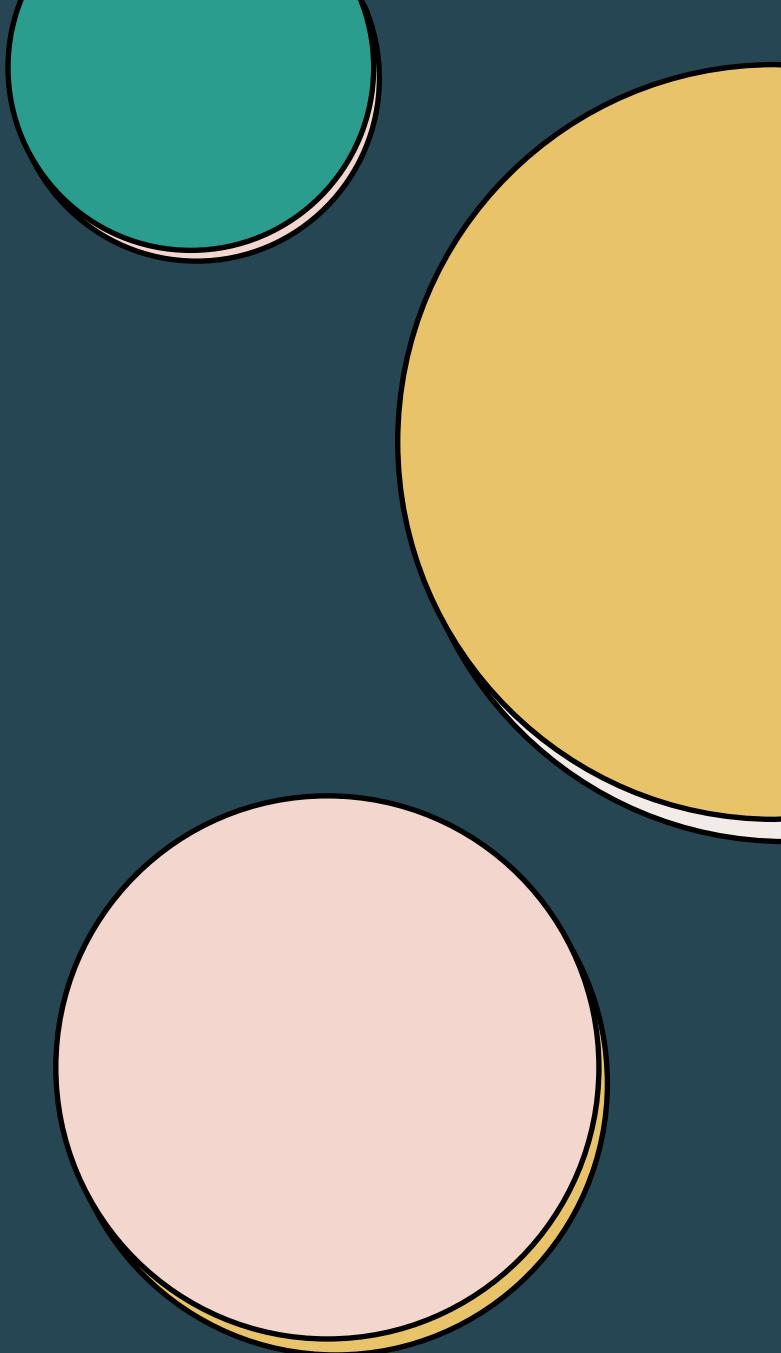
Applicants must actively showcase relevant competencies and lead discussions in interviews in the right direction to succeed.

Confidence is Key

Belief in one's abilities is essential for opening doors and achieving career success. Don't be too modest or too bold.



Networking and Social Integration





Building and maintaining networks

Professional Workplace Connections

Building relationships at work and during breaks fosters collaboration and strengthens career development opportunities. Don't miss this opportunity.

Private and Social Networks

Friends, neighbors, and hobby groups form private networks that provide support and informal career contacts. You will need these at all stages of your present and future career.

Online Networking Platforms

Using platforms like LinkedIn expands professional reach and enables continuous engagement beyond physical meetings. You need to be active to make this work.

Benefits of Active Engagement

Consistent participation in networks leads to job opportunities, references, and career growth.



Coffee breaks, lunch breaks and networking

Importance of Breaks

Coffee and lunch breaks serve as essential informal networking opportunities at Finnish workplaces. Participate!

Building Workplace Rapport

These breaks allow employees to discuss work issues and build strong collegial relationships. Also small talk is important and necessary.

Benefits for Newcomers

New employees gain cultural insight and increase visibility for career growth by participating in breaks.

Applicant's Preparation



Applicant Reliability and Clarity

Demonstrating Reliability

Applicants must deliver on promises and communicate openly when facing challenges to build trust. This starts already at your current occupation and during your studies.

Timeliness and Scheduling

Adhering to schedules and timeliness impacts future references and job opportunities significantly.

Clarity and Honesty

Clear expression of abilities and honesty are essential traits during the application process. If you are asked to do something that exceeds your qualifications or experience, be frank and say you cannot do it now, but would appreciate how it is done for further use.



Tips for the applicant

Confidence and Positive Attitude

Applicants must maintain confidence and speak positively about their skills and competencies. Never speak in a negative manner about previous employers nor colleagues.

Effective Communication Skills

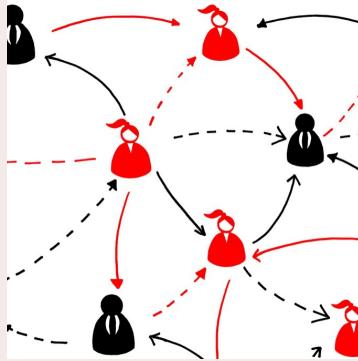
Maintaining eye contact, adapting to interruptions, and focusing on relevant topics is essential during interviews.

Preparedness and Professionalism

Bringing printed documents and handouts shows preparedness and conveys professionalism to interviewers.

Job Search Strategies

Searching for job opportunities – where?



Diverse Job Search Channels

Job searching in Finland includes open vacancies, informal searches, and using personal networks for better opportunities.

About 80% of the vacant jobs are hidden, meaning you benefit from your networks to find them.

Online and Social Media Tools

Platforms like LinkedIn and CV databases provide essential tools for discovering job leads and connecting with employers.

Don't rely on employers finding you unless you make an effort yourself.

Recruitment Agencies and Job Fairs

Recruitment agencies and job fairs offer valuable in-person and organized opportunities for job seekers.

Some universities organize annual job related fairs and it is important to participate at these events. Prepare and bring your documents and be prepared to take notes.

Applying for a job – best practices



Focus on One Employer

Concentrating on one job or employer at the time enables detailed research and customized applications for better fit.

Utilize AI Tools

AI tools help analyze skills, company culture, and business areas to improve application effectiveness.

Create Tailored Profile

Developing a profile that aligns with employer expectations and preparing a skills paper increases success chances. The profile should still, at all times, be 100-% true and reflect the person and professional that you are.

Plan Strategically

A well-structured work plan combined with strategic AI use leads to improved job application outcomes.

Applying for work is work

How to set up your job application day

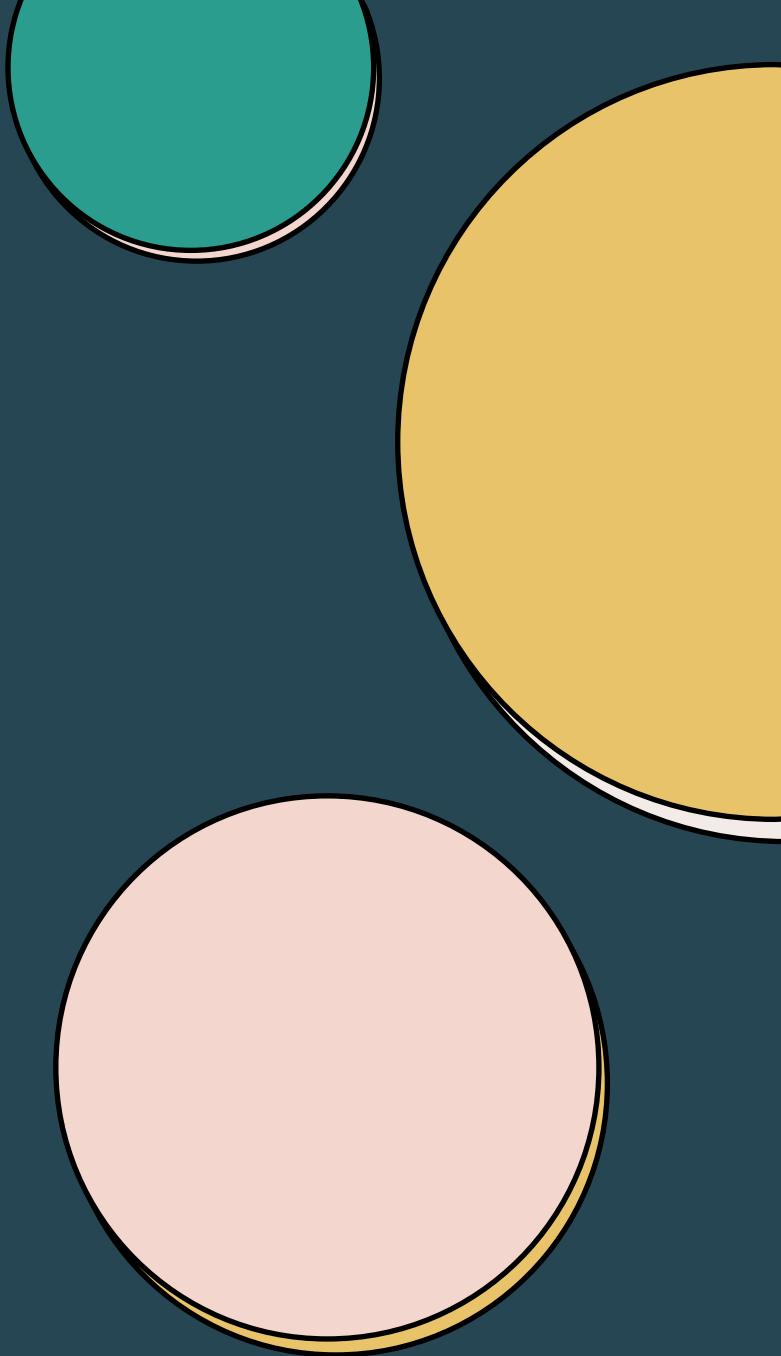
- **9-12** – Looking up info about just one possible employer (see previous slide)
- **12-13** – Have a break and relax
- **13-16** – Restructure your CV and write your cover letter from scratch
→ Send your application with documents and collect everything in a designated folder on your computer and separately 4 hard copies to bring along if you are invited to an interview (one for you and the rest to be distributed to those who make the interview).

Don't leave this to the last minute!

→ In some cases, the job is given before all applicants have applied or been interviewed.



Application Documents





Documents and papers for the application

Curriculum Vitae (CV)

The CV outlines past experiences and education relevant to the job application, highlighting professional background clearly.

Skills Paper

The skills paper details the applicant's competencies and abilities, showcasing qualifications for the role effectively.

Working Plan

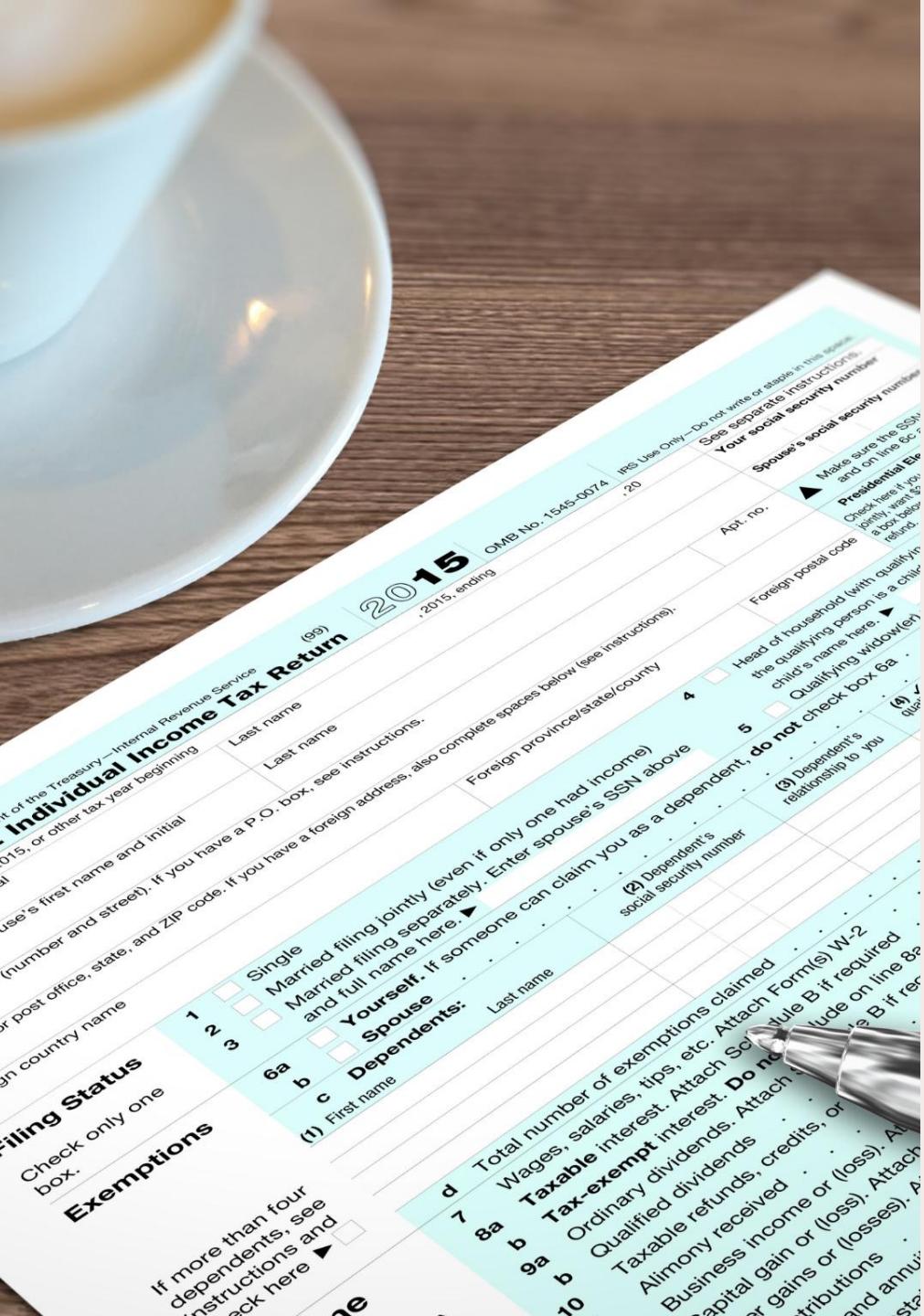
The working plan proposes future contributions and objectives, demonstrating the applicant's vision for the role.

Cover Letter

The cover letter connects the applicant to the role, expressing motivation and suitability for the job position.

CV

Curriculum Vitae



Curriculum Vitae and Cover Letter

Purpose of CV and Cover Letter

The CV highlights past achievements, whereas the cover letter outlines future aspirations.

Supporting Documents Role

Skills paper and working plan support the CV and cover letter by linking present skills with future plans.

CV Content Essentials

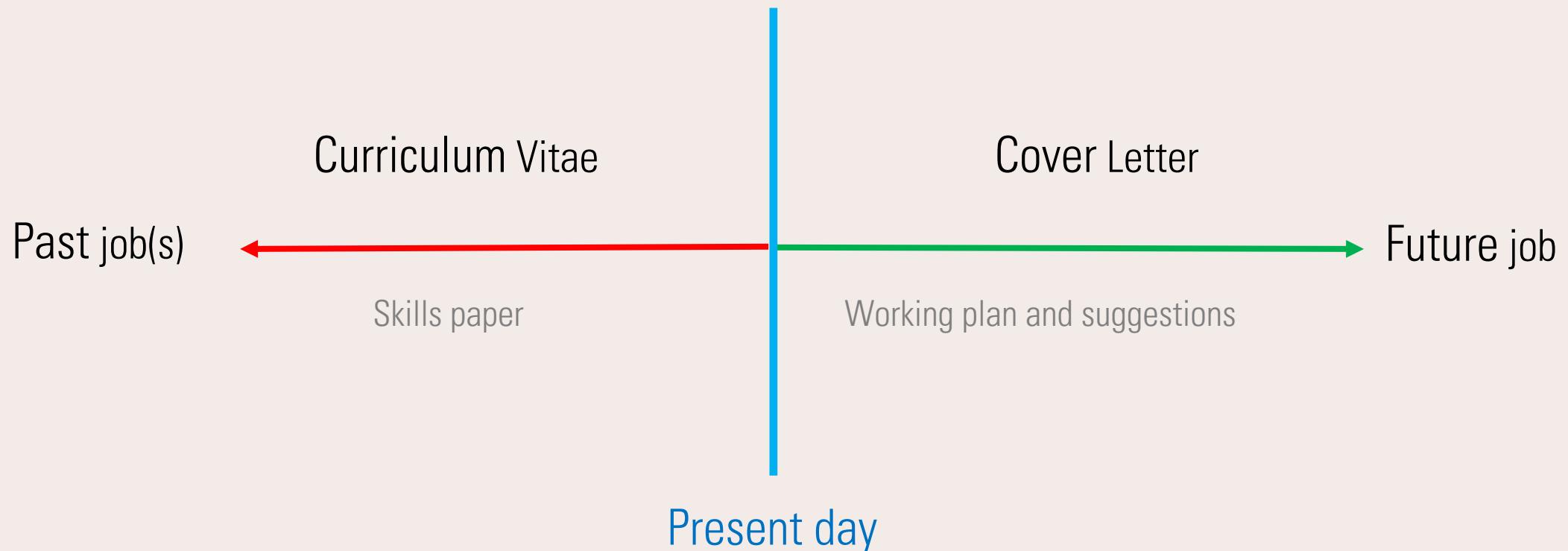
A well-crafted CV includes contact details, education, language skills, work experience, and hobbies.

Versions of CV

Two CV versions are recommended: a comprehensive one, that includes everything, and a tailored one, max. 2 pages, highlighting relevant information for each application.

Curriculum Vitae and Cover Letter

The CV is all about the past and the cover letter is all about the future



Curriculum Vitae – CV

The CV includes

- Name and contact details
- Education
- Language skills
- Competencies and work experience
- Career so far
- Additional skills
- Hobbies
- The CV should be no more than two pages

Make two CV versions:

- A long one that includes absolutely everything
- A short one that is fine-tuned each time for the particular job you are applying for

The short version is made by

- Deleting all unnecessary info
- Compressing less relevant info that is still good to be included
- Keeping it max. 2 pages long

John Doe
1st Avenue
FIN-00120 Dollby
Email: John.Doe@gmail.com
Tel: +358 47 332211
LinkedIn:
ResearchGate:

Curriculum Vitae

Full name: Doe, John Junior
Place and date of birth: Albertville, Canada, May 29, 1969
Marital status: Married, three children (-91, - 94 and -98)

Education: Ph.D. in Industrial Engineering, Orlonville University of Technology, 1995.
MSc., in Chemical Engineering, Faculty of Natural Science and Technology, University of Main, 1990.

Competencies: Chemical engineering, strategic planning and financial analyses, business and quality management, R&D and technology management.

Language skills: English, French, Swedish, Japanese, Hindi, (Finnish)

Career:

2018/8-	Aalto University School of Science, Department of Chemical Engineering, post doc researching in novel materials.
2009/9-2013/11	Environmental Investment Ltd. as senior research manager responsible for B-2-B relations and new customers processes.
2002/4-2009/8	Garbage & Recyclables Ltd. as senior researcher in R&D responsible for new recovery processes.
1995/2-2002/2	Pollution Solution Ltd. as researcher in R&D for new product concepts and key account manager in the water pollution division with focus on customer service development.

ICT skills:

Office programs	Advanced
Matlab	Advanced
C++	Intermediate
Corel Draw	Intermediate

Further Education: Human Resources, management, 2 years
Industrial Management, management, 2 years
eMBA

Hobbies: History and evolution of mankind and theoretical astronomy.

Example of a CV

Please note that there are a lot of very good templates available on the internet and you can pick one that matches you in the best possible way.

The best CV is one that is easy to read and easy to comprehend.

Cover Letter



Cover letter - structure

1. Paragraph
Opening and brief description about the purpose of your application.
2. Paragraph
Establish a link between you past experience and your future with the new employer.
3. Paragraph
Describe what more you can offer your new employer.
4. Paragraph
End the letter assuring that you are the right person and that you are awaiting further contact.

Cover letter – job description

Job Description

Our Company is leading the electrification revolution, and our mission is to end pollution with electrification. Our Company specialises in hybrid and electric powertrain systems for the off-highway, on-highway and marine markets. Our Company develops and manufactures high-performance power systems for heavy-duty vehicles, machines and marine vessels.

We are growing fast globally and would like to invite you to join the **passionate and driven team** and to work on the technologies that will enable the world of tomorrow to do more with less.

Job Responsibilities

As a constantly growing company, Our Company is looking for motivated employees who want to work with us on our success in the team. We are seeking the ideal Mechanical Engineer's to join our diverse team.

In this role, you will be part of a team responsible for the electrification of on- and off-highway vehicles through new product development projects. In this position you will:

- Development and verification tests of electric machines
- Factory acceptance tests of electric machines
- Building laboratory test setups
- Type approval tasks or marine project approvals tasks of electric machines

Background & Skills

To be considered for this role you hold a **Bachelor's or Master's degree** in Mechanical Engineering or similar.

You have **+3 years of experience** working with product design and development and/or engineering research.

Being an effective team player, yet not afraid of **working independently or taking initiative** and having **good oral and written communication skills in English** and at **least basic skills in Finnish**.

Furthermore, we will appreciate skills and qualifications within understanding of functional safety and experience of **developing products** for our industry

At Our Company, we believe that a diverse and inclusive workplace fosters creativity, innovation, and a broader perspective in decision-making. Even if you do not check all the boxes for this job posting, we encourage you to apply anyway.

Cover letter – structure example

Paragraph 2:

- Part of a passionate and driven team
- Development and verification tests of electric machines
- Factory acceptance tests of electric machines
- Building laboratory test setups
- Type approval tasks or marine project approvals tasks of electric machines
- M.Sc. or B.Sc. studies in an appropriate engineering
- Good command of English
- At least a basic command of Finnish
- You are a team player who can take initiative
- You can work independently
- You have +3 years of experience

- Are eager to develop your skill
- Co-create our sustainable future
- Passion for learning new skills is an asset and makes it easier to join our team
- Ambitious and passionate working atmosphere

Paragraph 2:

I would appreciate becoming part of your **passionate and driven team** and I feel as a team player who can take initiative. I can **work well independently** with individual tasks. I can build laboratory test setups based on the experience I have earned during my earlier career of **more than 5 years** in the industry. My skills also include **development and verification tests of electric machines** and **factory acceptance tests of electric machines**. I don't have prior experience of **type approval tasks or marine project approvals tasks of electric machines**; however, I am confident that I can learn to do these under your guidance and since I have a passion for learning new skills, which I consider to be an asset and will make it easier to join your team. I would in that way join you in co-creating our mutual sustainable future in your ambitious and passionate working atmosphere. My innovative and creative approach helps address team challenges.

My language skills include a **good command of English** and I speak quite good French. And I also have a **basic understanding of Finnish**.

Example of a skills paper

Key requirements that you need to match at **Company**:

Paragraph 2:

1. Part of a passionate and driven team
2. Development and verification tests of electric machines
3. Factory acceptance tests of electric machines
4. Building laboratory test setups
5. Type approval tasks or marine project approvals tasks of electric machines
6. at least 3 years of M.Sc. or B.Sc. studies in an appropriate engineering science (Electrical engineering, Automation Engineering, Mechanical engineering etc.)
7. Good command of English
8. At least a basic command of Finnish
9. You are a team player who can take initiative

10. Are eager to develop your skills
11. Co-create our sustainable future
12. Passion for learning new skills is an asset and makes it easier to join our team
13. Ambitious and passionate working atmosphere

Write in your cover letter how you intend to match the given criteria. You must look forward and only make reference to the past to strengthen your claim.

Paragraph 3:

If you have any skills, not listed as requirements above, add them to paragraph 3 and offer them as relevant extra that you can offer.

Note that you have to read carefully the job description including Company presentation, background skills description and any other information that is available in the job description and requirements.

Dear Big Boss,

Paragraph 1: Brief introduction:

I'm applying for a summer training position in your Company. My name is John Doe and I'm currently a master student majoring in mechanical engineering at My University. I have recently moved to Finland to continue my studies. I have 3 years of M.Sc. studies at My University with mechanical engineering.

Paragraph 2: Here you need to meet the listed requirements and expectations:

I would appreciate becoming part of your passionate and driven team and I feel as a team player who can take initiative. I am also constantly eager to develop my professional skills. I can build laboratory test setups based on the experience I have earned during my earlier career. My skills also include development and verification tests of electric machines and factory acceptance tests of electric machines. I don't have prior experience of type approval tasks or marine project approvals tasks of electric machines; however, I am confident that I can learn to do these under your guidance and since I have a passion for learning new skills, which I consider to be an asset and will make it easier to join your team. I would in that way join you to co-create our mutual sustainable future in your ambitious and passionate working atmosphere. My innovative and creative approach helps address team challenges.

My language skills include a good command of English and I speak quite good German. And I also have a basic understanding of Finnish.

Paragraph 3: Information with added value, that has not been asked in job description:

I have good general knowledge of 3D modeling with SolidWorks and simulation with MATLAB which enables me to produce and revise Mechanical designs, I can also simulate Mechanical structure and systems and support the troubleshooting of the designs and models when required. Additionally, I use AI to solve problems quickly,

Paragraph 4:

Thank you for reading my application letter and I hope I will be hearing from you soon.

Best regards,

John Doe

Gsm: +358 123 456 78

Email: John.Doe@mail.com

Skills Paper and AI Integration



Skills Paper

Purpose of Skills Paper

A skills paper lists competencies gained from work and private life to aid job application success.

Interview and Job Matching

It helps applicants prepare for interviews and match their skills to job criteria effectively.

Organizing and Presenting Skills

Organizing skills into groups with detailed descriptions enhances professional presentation.

Skills paper and AI

AI can extract your skills to match with open positions on the internet and to match your skills with expectations for new positions.

Creating a Skills Paper

To be able to comprehensively describe your skills you need to prepare a skills paper. It is self-deception to imagine that you can talk about yourself and your skills on a spontaneous basis during an interview. That's not going to happen. You will find it difficult to organise your thoughts and to express yourself in an interesting and constructive way.

To a better preparation and better success in the job seeking process I created the concept of the Skills Paper, a document that list all your skills that have been gained in different positions at work, in the private life and just anywhere. The skills paper can be used to prepare for interviews, match criteria of available positions, look for jobs and positions and write cover letters and applications and CVs.



SKILLS

Management

Project Management: I can conceptualise, plan, conduct and report on a different project. This includes defining activities, timelines and resource requirements. I also deliver on time what I have promised.

Team Management: I can lead a team, including establishing job profiles for each team member, establishing work plans and monitoring progress. It also includes making sure team members are treated in an equal manner and that they can develop their strengths and work on their weaknesses.

Financial Management: I can draft a budget for a specific project, a program or department or for a small organisation. This includes identifying the needs and required (sources) of financing or income and establish budget lines. I am able to monitor spending and prepare a final report, however I will need support from a financial manager providing me with software or templates if requirements go beyond simple accounting.

Event Management: I can conceptualise and host events. This includes identifying the target audience, the nature of the event, the agenda and the title. I can keep the audience engaged, making sure their interests are satisfied and they will find a clear outcome to take with them. I can select and invite speakers, presenters, appropriate rooms, simultaneous interpretation, catering, documentation, photographers, technical equipment, etc.

Organisational governance and administration: I can identify needs and roads towards improved governance of an existing structure. I will start by excellent compliance with legal requirements and add appropriate internal rules that serve that structure's purpose.

Fundraising:

Public Fundraising: Among the European Commission's budget lines as well as national level, governments' grants, I can identify those which will be suitable for our projects or our organisation. I can write and submit applications, and I can manage the grants from start to end, fulfilling all requirements including those on reporting.

Fundraising with private donors: I can activate my contacts to private foundations and deal with the specific requirements of foreign based foundations. I can manage trust-based and professional relationships with donors, understanding their priorities and convincing them of the opportunities our projects or our organisation can offer to them.

Advocacy and Lobby work

Strategy: I can draw up an Advocacy Strategy targeting decision makers at European, national or local level, or a combination of those, and implement it. Within such a strategy, I will identify at which point direct or public lobbying are useful. I am not limited to topics I have worked on in the past.

Advocacy: I can conceptualise and plan strategic position papers and other awareness raising tools designed for a specific target audience.

Lobbying: I can speak directly to decision makers, delivering a clear message and responding to their needs for evidence and expertise.

Communication

Public Speaking: I can speak in public and convince a targeted audience. Even in last-minute or unforeseen situations, I am confident in conveying a message to the point.

Media work: I can build and maintain relationships to relevant partners, getting them interested by telling stories that link to their interests and promote our own.

Writing: I can structure, formulate and edit texts according to the specific target audience. This can be short articles or longer opinion pieces. I can write short stories and professional texts. I can produce materials, presentations and guides.

Negotiation

With team members: I can negotiate with my team members as well as advise them on various topics.

Representing my employer to other partners: I can negotiate on behalf of my employer and our organisation. I will negotiate for compromises that allow both sides to win and that are aligned with goals previously agreed internally within my employer to promote our interests.

Troubleshooting

Finding ad hoc solutions: In a situation where worse come to worst, and there are no rules to be applied, I can stay calm and find a basis for dialogue to solve the issue at stake in a constructive manner.

Creating sustainable solutions: When a problem reappears repeatedly, I can analyse it, get help when needed and prepare a) a prevention mechanism or b) solutions to be applied to solve this problem in a standardised and fast way in the future.

Mediation and consolidation

Bringing people together: In any situation of conflict, I will listen to the different points of view and translate between conflicting parties. I prefer to remain neutral (unless it is a negotiation situation), understanding opposing interests and get them to formulate a way forward. When possible, I will mediate with the purpose of reaching a sustainable solution accepted by all partners.

Leading people forward: I can make people understand that the most important aspect is to move things forward and not get stuck in one problem. I can get them to resolve bottlenecks or other reasons for stagnation of a process.

Languages

I can work in English and other languages (name the languages).

In addition, I can use (name languages) for private and social purposes, still promoting my networking and work-related goals.

Hobbies

Music: I play in a band. Sometimes we perform for an audience at events and small concerts.

History: I am interested in the history of the human evolution.

IT Skills

I am familiar with Microsoft applications and I am a confident Internet user.

Skills paper & finding jobs

The traditional way of looking for open positions through advertisements and homepages is laborious and quite time consuming. To speed it up and make it more accurate we can use the AI to look for open positions matching our skills. This is far more accurate and productive compared to using just a CV.

The result may include position, brief job description, where the job may be found and even deadline for applying for the job and in a certain area. Look at this example.

The skills you have listed in your CV and/or skills paper are fed into the AI together with a specification of for example the geographical area where you are looking for a job.

The skills paper is more useful than a CV alone.



Working Plan and Final Tips



Developing a Working Plan

Defining Tasks and Responsibilities

A working plan clearly outlines specific tasks and assigns responsibilities to ensure clarity in job roles.

Purpose and Execution

Explaining what will be done and why it matters helps align the plan with overall goals and objectives.

Concise and Coherent Narrative

Addressing each issue in concise paragraphs forms a clear, coherent narrative for effective communication.

Showcasing Initiative

A well-prepared working plan demonstrates initiative and readiness, enhancing the quality of an application.



Working plan and suggestions

- Key expressions from the advertisement and what the job may include.
- A detailed plan on all possible and relevant tasks and duties:
 - **What** – One issue at the time per paragraph
 - **Why** – Background about the importance of that particular thing
 - **How** – How are you going to deliver
 - 3 – 5 lines per issue, no less and no more
- A very comprehensive paper with all relevant ideas and proposals neatly described.
- The text must make a fluent story, so the order of issues is important.

Working plan and suggestions (example)

Reaching out to new customers in order to introduce new growth to sales. This will be achieved with marketing over social media such as Facebook, twitter and Instagram. Personas well known to the general public may also be involved depending on need and resources.

Peer-to-peer learning and exchange of best practise to strengthen the sales team through bi-monthly meetings. The meetings shall be kept short and concise and the best practise shall be continuously monitored and evaluated.

Improving interaction with sales and R&D and production to better answer the needs of the customers and improve product quality. This will be achieved by sharing sales reports with the production and customer reviews with both R&D and production.

AI in Job Search



AI to match requirements

AI Matching Skills

AI can efficiently match job requirements with the skills and qualifications of applicants to find best fits. Still, you need to finalize and make sure that your application is correct and suitable for the position that you are applying for.

Importance of Accurate Data

Applicants must provide accurate and comprehensive data like CV, cover letter and skills papers for effective AI matching.

Need for Personalization

Review and personalize AI-generated matches to reflect the applicant's voice and avoid generic impressions. Sloppy preparation may lead to rejection of application.

Supportive AI Tools

Tools like Gemini, ChatGPT, and Copilot offer valuable assistance in preparing effective job applications.



AI aided job search

Skill Analysis by AI

AI analyzes candidate skills to identify job positions that best match their qualifications and experience. Paid subscription may offer better tools and up to date information about the job market.

Enhanced Accuracy with Skills Paper

Including a skills paper provides richer data than a CV alone, improving AI accuracy in job matching.

Geographic Job Targeting

AI helps target suitable job positions within specified geographic areas to optimize the job search process.

Time-saving and Efficiency

Using AI streamlines the job search process, saving time and increasing productivity for job seekers.



Use of prompts and AI – matching skills

Effective Prompting

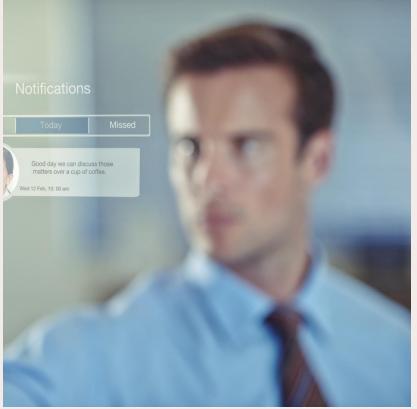
Clear, detailed prompts enable AI to better match skills with job requirements and identify gaps.

Skill Matching

Instructing AI to align applicant skills with job needs improves application targeting. The [sskills](#) paper is an effective tool here.

Modern Job Seeking

Communicating effectively with AI tools is an essential skill in contemporary job applications.



Thorough Preparation

Effective AI use requires detailed personal data and clear expectations for accurate job application outputs.



Language Proficiency Matching

Applicants should specify language level, such as B2, to ensure authentic and suitable AI-generated results.



Comprehensive Approach

Relying only on a CV is insufficient; multiple documents and thoughtful prompts improve AI application quality.

Resources and Contact

Looking for Work

CV, Cover Letter
and
Artificial Intelligence



Dr. Daniel Valtakari
2024

2nd Edition

Further reading

Comprehensive Job Guide

The guide offers practical advice and templates to assist job seekers in preparing applications.

You can download the guide here:

[Looking for Work](#)

The guide is free and available in multiple formats and there are no restrictions in using and sharing it.



Contact Information

Contact Person Details

Applicants can contact Dr. Daniel Valtakari, Senior Adviser, for membership and job search support

Daniel@tek.fi

Access to Expert Support

Reaching out provides expert advice and assistance throughout the employment application process.

TEK provides an extensive range of support for members, including support in the employment process.

www.tek.fi



Thank You for Your
Attention