

2025
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2026

work book

Guide for job search
and career planning
for students in
technology, architecture,
mathematics and
natural sciences

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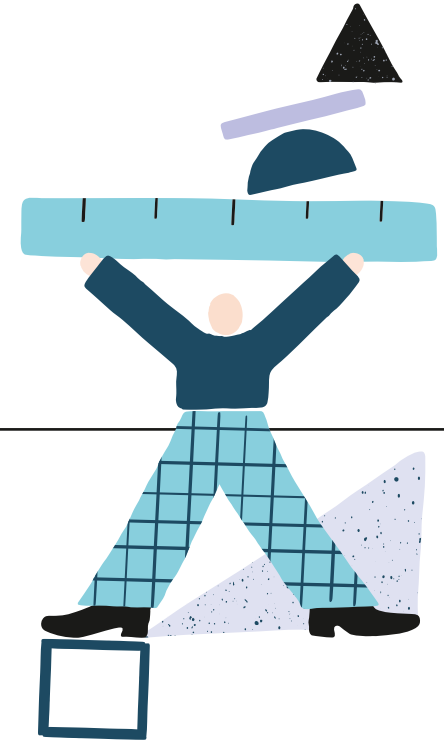
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With you on your journey



We at TEK want to support you during your studies by providing you with perspectives and tools to plan your future and career. The Workbook 2025–2026 offers you tips and examples for job search, writing a job application, building your CV and preparing for an interview.

You will learn how to identify your skills, build and utilise networks and research interesting career opportunities. We discuss the role of referees and give examples on how to deal with rejection in job search.

TEK's experts offer you advice for salary negotiation and reviewing your employment contract. We explain how TEK contributes to developing Finnish working life and supports our members at different stages of their studies

and careers. You can read about TEK's student membership on page 40.

The Workbook for students in engineering, architecture, mathematics and science has a long tradition. TEK has been publishing the Workbook for over 30 years. The Workbook is published in cooperation with the Career Services of Finnish universities.

The Workbook is bilingual, the Finnish version can be accessed by simply turning the publication upside down and around. We hope you enjoy your studies and wish you good luck in your job search!

Sari Haataja-Helander
TEK Career Services



See more information, sample CVs and applications in Finnish, Swedish and English on the Workbook website.
www.tek.fi/workbook

31st issue

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Ratavartijankatu 2 A
00520 Helsinki
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Editors
Sari Haataja-Helander,
Minni Hurme /
TEK Career Services

Layout
Jenni Kiviniemi /
Aste Helsinki Oy

Illustrations
Hanna Malinen

Photos

Helena Hagberg, Suvi-Tuuli Kankaanpää, Teija Soini, Getty Images

Writers

Sari Haataja-Helander,
Owain Hopeaketo, Heini Hult-Miekkavaara, Minni Hurme, Tuunia Keränen, Mari Koivisto, Markus Lindholm, Satu Myller, Katariina Rönqvist, Sari Taukojärvi, Heidi Tomperi

Contact information

Työkirja c/o TEK
Ratavartijankatu 2 A
00520 Helsinki
(09) 229 121
tyokirja@tek.fi

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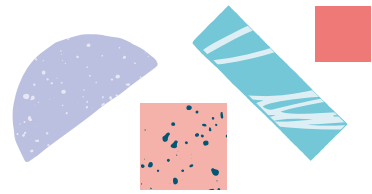
Thank you

Thank you everyone involved in creating this Workbook! Special thanks to all the authors and interviewees and everyone who helped with the CV and application examples. Many thanks to Jenni and Aste Helsinki as well as Hanna and Napa Agency and Apropos Lingua. Thank you to TEK's Communications team. Thanks to, colleagues in TEK's Career Services, Legal Services, Salary experts and Research team as well as TEK's Student liaisons for sharing your expertise. Thank you for collaboration, Career Services at universities and KOKO Unemployment fund.

Skills

1. Identifying your skills is important.
2. Are you also a sustainability expert?
3. Gather information and build networks.





What skills do you have?

- *Tips for identifying your skills*

Sometimes it can be hard to figure out what your skill set is.

Being able to identify your skills is useful when you are thinking about your career direction and the kinds of jobs you would like to apply for. Communicating your skills clearly also helps in job search.

Developing your skills is an ongoing process. Your skills develop during your studies, as you immerse yourself in the topics of your discipline and in common study modules. Your skills develop as you participate in the university community and various groups in the country you study, your home country or abroad. You may also gain work experience or do internships during your studies. In your thesis, you will examine the theme you have chosen and practise research. You may also offer the results of your thesis to an employer.

Although your skills are improving, you may still feel like a beginner. Early in your career or when changing careers, you have to tolerate the discomfort of feeling like a novice. At this stage, many people have a strong desire to develop, which is a powerful motivator. However, in addition to the desire to develop, it is also important to take into account the various skills you have already gathered during your life.

How to sell your skills with little work experience?

Early in your career, it can be challenging to find a job if you have little relevant work experience, but are still expected to sell your skills when applying for a job. Keep in mind that you already have many skills. At the beginning of your career, you should consider your experience broadly. When applying for a job, you can describe experience that is similar to work experience, but less formal, such as volunteer work, hobbies and other activities, courses, projects and positions of trust where you have learned skills that can be useful at work. You should describe this experience in detail, especially if the skills you have learned are ones that you would also use in your future job.

When looking for a job, you can focus on describing the skills that you have already learned and the ones you are working on. Also, try to emphasise your motivation, your ability to learn and your ability to apply what you have previously learned in practice. It might be

Focus on describing the skills that you have already learned and the ones you are currently developing.



a good idea to look for opportunities to practice your skills in practical projects or to complete certificates or courses to prove your skills. Internship is also a great way to apply what you have learned in practice and to develop your skills.

What to do if you are struggling to believe in your abilities?

Strong self-criticism or imposter thoughts can make it harder to articulate your skills and believe in your abilities. A person with imposter syndrome attributes their academic or professional success often to luck rather than their own abilities. Comparing yourself to others can also cause you to underestimate your skills.

Comparison is inherently human and can boost your desire to develop, but it can also undermine your professional self-esteem.

If you do experience imposter thoughts, try to be aware of your self-criticism and make an effort to view your skills and successes through the eyes of an outsider and by discussing them with others.

Identifying your skills requires self-reflection and focusing on yourself. However, it is not necessary to try to map your skills entirely on your own. Communicating with others and getting feedback can enrich your perception of your skills.

How to identify your skills?

Below are various skill categories. Try to identify different aspects of your skill set by answering the reflection questions. You can also ask other people what skills from different categories they think you have.

1 Professional skills

Your professional skills refer to the knowledge, skills and experience that are closely linked to your field of study or expertise. You can acquire theoretical knowledge, specific competencies, technical skills and in-depth expertise through education, training and practical experience. Professional skills are essential for the successful performance of your duties.

Reflection question

What knowledge and skills have you learned in your courses or internships?

2 General work life skills

General work life skills are not specific to any particular industry, but are a broad set of skills that can be useful in different roles and positions. In addition to professional skills, you will need these general skills during the course of your career, because they allow you to make use of your other skills. General work life skills include self-management skills such as, self-regulation and learning abilities; social skills, such as communication, negotiation and networking skills; and methodological skills, such as analysis, problem-solving and decision-making skills.

Reflection question

What general work life skills have been useful in your work or studies?

3 Contextual knowledge

Contextual knowledge refers to an understanding of the ways and structures of the work environment and how people are linked to each other. This understanding helps you put your skills to use. An example of contextual knowledge is you knowing how things are done in your workplace, who you can ask for help and how you can work in cooperation with others. Knowing your own network is also part of your skill set.

Reflection question

What stakeholders do you work with and what skills and cooperation do they require?

Reflection question

What kind of tasks come naturally to you and feel effortless and meaningful?

4 Personality and strengths

Your personality and strengths affect how you use your skills and which skills you want to improve. People are all different and different strengths are useful in different tasks. Personality traits and strengths can manifest in various ways depending on the situation. You have your own individual attributes and strengths that you can use at work.

Learning as you go

Summer jobs, internships, working while studying, study projects and thesis collaboration – all these things provide valuable experience on your way to becoming an expert in your field.

According to TEK's 2023 Student Survey, a little over half of the respondents had been working during their studies. Students pursuing a bachelor's degree were less likely than master's degree students to work in their own field and they also worked fewer weeks in total. The majority of students pursuing a master's degree considered working during the academic year to be beneficial to their career goals. In addition to the pay, students appreciated the opportunity to further their career goals and develop their skills.

Thesis collaboration

The results of the 2023 TEK Graduate Survey for academic engineers and architects graduating from Finnish universities show that 60% of all the respondents had completed their master's thesis in collaboration with an organisation outside their university, typically a private company. 20% of the respondents had completed their master's thesis without such collaboration.

79%
of the graduates stated that they either already had a job or knew where they would be employed after graduation.

60%

of the respondents had completed their master's thesis in collaboration with an organisation outside their university.

47% of the respondents had received a monthly or an hourly salary for their master's thesis, 15% had been awarded a scholarship and 20% had not received any additional funding or compensation. For international students, the opportunity for a thesis collaboration with a company has proved to have highly positive impact on the employment after graduation.

79% of the graduates stated that they either already had a job or knew where they would be employed after graduation. Only 18% had been employed by an employer with whom they had no previous relationship either through working during their studies or through their master's thesis. Jobs were most commonly found through public job advertisements, followed by personal networks.

Being active in your job search does not always produce the desired result or you simply may not find a suitable partner for your thesis. The economic situation and changes in the labour market can also affect the availability of summer jobs, internships and thesis placements.

In addition to work experience, it is useful to view your skill set more broadly, taking into account any experience you may have gained in your free time, hobbies or positions of trust. This experience can be made visible by providing concrete examples of what you have done, your roles and responsibilities, successes and the feedback you have received.



Learn more about
TEK's research findings:
www.tek.fi/research

Are you also a sustainability expert?

Work life plays a crucial role in solving global eco-social crises. Work should create well-being within planetary boundaries, instead of aiming at the continuous growth of productivity and efficiency. This means that we need to reassess our skills, expertise, and careers with sustainability solutions in mind.

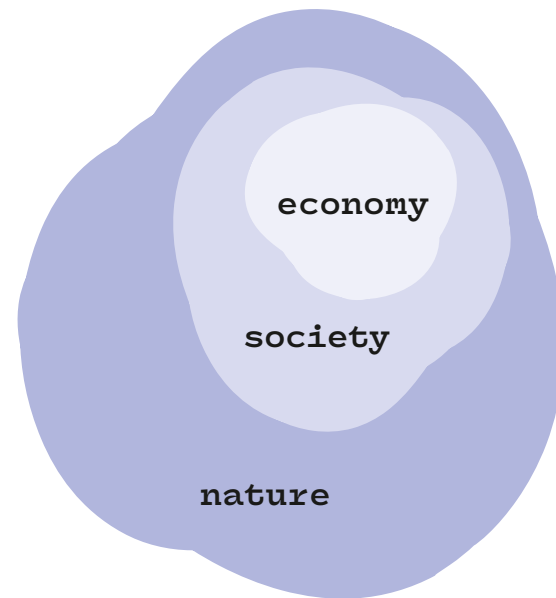
Green skills or sustainability expertise – or both?

Sustainability transitions, which enable the sustainability transformation are already underway in many sectors, such as energy production, construction, agriculture, and transportation. The goal is a socially sustainable, carbon-neutral society, which uses natural resources sustainably. This requires us to collaborate broadly and find innovative solutions in all areas of society – and not just some individual sectors. A more collective sense of responsibility is crucial.

What kind of expertise do we need then, both for the sustainability transition in our own field of study and for the broader societal sustainability transformation? We need both so-called green skills and sustainability expertise.

What is sustainability expertise?

Sustainability science maps out future scenarios for good life and wellbeing within the planetary boundaries, and alternative paths to achieve them - with research and collaboration among different actors. We all need the principles of sustainability science and sustainability exper-



At the core of sustainability expertise is the notion of so-called **strong sustainability**, where both society and the economy can operate only within ecological boundaries.

tise regardless of what we're studying or where we work. Sustainability science focuses on the phenomena, problems, and practices related to the interaction between humans and nature, i.e., socio-ecological systems—which means practically any field of technology.

Heini Hult-Miekkavaara
Career Counselling
Specialist,
University of Helsinki



Check out Sustainability Expertise
-exercise on Workbook's website:
www.tek.fi/toolkit

Sustainability competencies are particularly needed for the sustainability transformation aimed at societal change.

Sustainability competencies

- Transformative and regenerative competencies, in hope for a new social order and economic system
- Competencies related to the values of eco-social bildung, reshaping our relationship with the world
- Transformative and lifelong learning
- Knowledge, thinking and action skills, attitudes, and values (also generic academic competencies)

Green skills

- Skills for the green economy, in hope of green growth and sustainable development
- Skills and expertise for green jobs
- Skills and know-how for green fields and sectors
- Sector specific skills (e.g., for renewable energy industry, sustainable tourism, regenerative farming)

Green skills are particularly needed in the sustainability transitions across different sectors.

The commonly recognized key sustainability competencies:

1. **Systems thinking:** The ability to approach sustainability problems from multiple perspectives and to identify cause-and-effect relationships and dependencies.
2. **Futures thinking:** The ability to envision alternative future scenarios and to make decisions that influence the future in an uncertain environment.
3. **Values and ethical thinking:** The ability to weigh the positive and negative aspects of technological development based on its impact on human rights or the environment, and to consider the impact of individual decisions and actions on the environment.
4. **Interpersonal and collaboration skills:** The ability to work in multidisciplinary and cross-sector teams, promote dialogue, and collaborate to bring about change.
5. **Strategic thinking and agency:** The ability to grasp sustainability goals, plan actions to achieve them, and evaluate their effectiveness; the ability to act with initiative and bring the application of knowledge, skills, and values into impactful action and political agency.



Build a network and gather information

Your network consists of the people you interact with. They can give you information about different career paths and job opportunities. Even people who do not know you are usually happy to help, as long as you make helping easy for them. This information can help you understand what you can do with your career and what kinds of jobs you could apply for.

Networking in practice is people interacting with each other, sharing thoughts and information. Networking can be done in person or virtually.

This is how TEK's career coach **Salli Joutsenoja** sums it up. She wants to dispel perceptions that networking is a shady activity practiced by careerists or involves taking advantage of other people.

Start by assessing the current situation

Salli Joutsenoja recommends making a list of the people you know – start with your immediate circle. If the list is short, it's time to bring out more tools.

"Grab your phone and see whose numbers you have saved. Or who's following you on social media," she says.

Once the list is complete, Joutsenoja recommends these three steps:

1 How can the threshold to network be lowered?

- **Help.** Instead of trying to benefit at other people's expense, think about how you could help others. It's easier to ask for help yourself after you have first helped or offered to help other people.
- **Identify your competencies.** Even if you are more junior than the person you are talking to, you have something to give. Perhaps you can offer a fresh perspective on things? Or dare to ask the questions that people with long careers do not ask, but everyone would benefit from asking.

1. Divide the people on your list into smaller groups, forming a network map. Think about who you could turn to in various situations. Who can help you at different stages of your job search? Who can you help and how?
2. Also, divide the people based on where you know them from: studies, work, hobbies, family etc.
3. Identify your own needs. What do you need help with? What kind of people do you want to add to your network and where can you find them? Who knows the kind of people you need?

According to Joutsenoja, sometimes you do not need to build a bigger network. All you need to do is take a closer look at your existing one. Perhaps you have not unlocked the full potential of your network? For example, someone on your sports team may be an amateur photographer who can help you take a photo for your CV.

2 How can you network with new people?

- **LinkedIn.** It's a relevant tool, especially in the information-intensive industries. As LinkedIn is a career-focused platform, contacting strangers with a career and job search message is perfectly natural.
- **New people from familiar settings.** For example, if you notice you need help with a project during your studies and you know a suitable person on the teaching staff, could you ask them for a chat?
- **Networks within your network.** A friend of a friend can be easier to approach than a complete stranger.
- **Old acquaintances** from years ago who you just haven't kept in touch with. Do not hesitate to contact them. The worst that can happen is that they do not respond.
- **Events,** such as the ones organised by TEK or your university. Think of a topic that you want to talk about or a piece of information you want to share. Finns don't necessarily approach you for a chat or they may not continue the conversation even if you start it. Nevertheless, by making contact, the likelihood of having a conversation will increase.

If approaching strangers feels awkward, Joutsenoja suggests that you assume a kind of work role. Making contact is simply a task that needs to be done.

3 Why is networking so important?

- It will help you stand out from the pool of jobseekers. The people in your network can refer you to their employers.
- You will hear about opportunities. Your networks can give you tips on jobs that are not advertised publicly. The conversations that you have can also give you ideas for the future.

Networking is not meant to feel overwhelming. Joutsenoja reminds you that you do not have to constantly keep in touch with your entire network.

“Make it your goal to attend an event once a month, for example, or invite someone in your network that you don't know so well for lunch.”

Salli Joutsenoja
Career coach, TEK



More help with mapping networks can be found on Workbook's website: www.tek.fi/networks

Gather ideas for your career

The more information you have about different career opportunities, the more informed choices you can make. It is impossible to be aware of all the options or to gather first-hand experience of everything. That is why you should ask more experienced people for tips, says TEK's career coach **Satu Myller**.

Myller suggests thinking about the kind of position or job that you would like to have. Do you already know someone working in the field? Does someone in your network know? Perhaps you will find the right person through social media or hear an interesting company presentation at an event on campus or on an excursion organised by your student association.

Once you have found someone working in an interesting role, approach them by e-mail or send them a private message on social media, for example. Myller says that you should emphasize that you are not applying for a particular job, but you want information to inform your career path.

“Make it clear that it is the person's career and competence that interest you and that a 15-minute meeting would be enough. It's a good idea to make things easy for the person you are interviewing,” she says.

Myller suggests that you do some basic research on the person's job before meeting them. That way, you will not waste any interview time on general topics, but you can start asking your questions straight away.

“For example, you could ask them what are some of the things that they know now that would have been useful when they started working in the field,” Myller says.

See the adjacent page for more sample questions for an informational interview.

If someone refuses to talk with you, do not be offended. They are probably just busy, says Myller.

“You can also do the interview with a friend if the thought of chatting with a stranger feels intimidating,” she adds.

After the meeting, thank the person and invite them to join your network, for example on LinkedIn. Myller says that you can keep in touch with this person later, but do not be too clingy – a few messages a year is enough.

And if someone ever approaches you to talk about your career, remember to pay the good deed forward.

Myller also encourages you to approach management-level professionals for interviews – the hierarchy in Finland is low. But remember to respect the agreed schedule. Finns have a strict concept of time, so be punctual.

Satu Myller
Career coach, TEK



Find an interesting person to interview

Informational interviews are an excellent way to learn more about the opportunities available in working life. Find someone who you think is doing a job or working in an organisation that interests you and ask for a short conversation.

You may gain knowledge that will be beneficial for finding a job or planning your future studies and career. The information can also help you decide on a job you are offered.

Remember that the aim of an informational interview is to collect information on opportunities, not to directly ask or apply for a job.

You can use questions such as

- How did you end up in this field and in this job?
- What are the responsibilities and tasks involved in your role?
- How does your typical working day look like?
- What skills does your role require?
- What do you like about your work and your workplace?
- What tips would you give me if I wanted to do a similar job?
- How would you develop your skills right now?

Reflect after the interview

- What about the interviewee's job or organisation interests or inspires you?
- Is there something about their job that concerns you?
- Would you like to know more about the job in question, where can you find more information?
- What skills could you still develop during your studies that would be beneficial?
- What other skills could be useful for the job in question?

Job search



1. Job search is an acquired skill.
2. Build a strong CV and application letter - check out our examples.
3. How to recover from rejection in job search?



Job search is an acquired skill

- Use these tips

Job search is a technique that you develop through practice. It takes effort on your part, but you'll find it's a little easier if you use tools and work smart. The number of job applications sent is not necessarily a substitute for quality. By targeting your job search intelligently, you are more likely to get better results. Here are some tips to make your job search easier.

Tip

When there are fewer job advertisements, it is a good idea to look for job opportunities through your network and contact employers directly.

Understand the Finnish recruitment market

There are certain times when there are more jobs available. Application period for seasonal and summer jobs starts already in late autumn. A wider range of job opportunities will open up in January and February.

In bad economic times the number of summer jobs for students unfortunately plummets. There can be big differences which technology sectors are doing well and which are suffering at a given time. In less favourable times, hidden job search becomes more important: when there are fewer job advertisements, it is best to look for job opportunities through your own network and by contacting employers directly.

The most important thing in a freshman's job search is just to get job. Especially if you've never worked before, any type of work experience is valuable. Even a short work experience is a good start.

Often a huge number of students apply for the same summer jobs in well-known large companies. It is therefore wise not to forget that there are smaller and less well-known employers who want to employ students. Don't be discouraged when looking for a summer job, even if the competition for jobs can at times be fierce. Looking for a job can be frustrating and, in different ways, require lots of repetition.

It's still worth taking the time to learn to look for jobs and try to find employers and positions that match your interests and skills. In Finland many students in technology get their first job after graduation from an employer they have already worked for or have some kind of previous connection with.



Analyse job advertisements

If you apply for a job by responding to job advertisements, be sure to analyse the content of advertisement. You should look for jobs that you really want and for which you have the right skills and/or experience. However, it's important to remember that you don't have to know everything.

Recruiters may quickly glance through application documents. If nothing in your documents matches the job description in the advertisement, the recruiter may move on to the next candidate. It is therefore essential to identify the jobs you could be suited to and communicate your skills that match the job description.

You'll be doing yourself a favour if you make a note of the jobs you've applied for, especially if you apply for many jobs at the same time. Also save the job descriptions; they may not be available later on. Recruiters appreciate that you remember which job you have applied for. It is also okay to reapply for a job in a company where you have not been selected in the past.



Use Workbook's Application Wizard when writing your application letter: www.tek.fi/toolkit

Contact employers or meet people F2F

You can get a job through your own network or by contacting employers directly. Networks provide information of professional interest and tips on job opportunities. Grow your professional network with LinkedIn or by meeting people. Students can meet employers and alumni in various events to expand their professional network.

There are many recruitment events in the autumn and early part of the year. During the event, you may not get a direct job offer. However, you will get a chance to introduce yourself and give a pitch on who you are and what job opportunities interest you. It is therefore a good idea to prepare in advance. Before recruitment events, check in advance which companies will be there. Since you won't have time to meet everyone, you can choose a list of your favourite companies to at least meet.

You can also approach an interesting employer online. Send a carefully prepared open application or contact a company representative, such as a recruiter or a team leader, to discuss job opportunities and to sell your competence.

Tip

Recruitment events can take place on campuses, in companies, in exhibition centres and virtually. Other good places to meet company representatives are excursions, guest lectures, and events organised by your guild, student association or trade union.

Tip

Many students apply for the same summer jobs in well-known large companies. It is wise to look for jobs in smaller and less well-known employers. The most important thing in a freshman's job search is just to get job: even a short work experience is a good start.

Use AI

Artificial Intelligence tools can help you in more ways than one when looking for a job. Nevertheless, it's good to apply your own intelligence and patience when using any tools. AI can help you in analysing the opportunities and verbalising your skills. Try AI when you are thinking about where you would apply for, how your skills relate to the requirements of the role, or how you would describe your skills.

When writing an application letter it's a good idea to write some kind of draft yourself and ask the AI to refine it. Employers will notice if the text hasn't been edited at all. You can also use AI to translate your application letter into another language. Again, take the time to check and read through the translation. However, please note that for security reasons you should not submit personal data to a generative AI tool.

Employers may use some form of Applicant Tracking System (ATS), so it's worth making your CV ATS-friendly and ensuring that the keywords relevant to the job you're applying for are mentioned. Keywords are usually skills that are expected of the applicant. They can be found in the job advertisement. ATS is not yet widely used in the small Finnish labour market and there are companies who screen the candidates without the help of ATS.



Create a LinkedIn profile

A LinkedIn profile makes it easy for recruiters to find you 24/7, even when a job is not openly advertised.

It's worth remembering that not all jobs are publicly advertised, but potential candidates are sought directly by head-hunters and recruiters. Sometimes recruiters also look for junior-level talent.

By creating and filling out your LinkedIn profile, you can help people find you. In your LinkedIn profile, you can enter more information about your skills and interests than just your CV and application letters. If you wish, you can include a link to your LinkedIn profile in your job application documents. In some cases, LinkedIn and other job search services provide an easy way for job seekers to apply without a CV, so they can use their LinkedIn profile to apply for a job.



Learn more about how to create a LinkedIn profile:
www.tek.fi/linkedin-profile

Assemble a portfolio

For visual professionals, such as architecture students and web designers, a portfolio is an important addition to their job search documents. It's a good idea to assemble a portfolio already during your first year of studies. Identify and showcase your most interesting work samples. Include your CV and write a personal statement outlining your professional goals.

There are services where it is possible to build an IT professional's portfolio. It allows you to show what you can code, what programming languages you use, show how you have solved problems and what those solutions are. You can also add student projects you have done during your university studies to your portfolio.



Learn more about how to assemble a portfolio:
www.tek.fi/building-portfolio

How to build a strong CV?

Your CV highlights your skills and experiences that are relevant to the job you are applying for, and convinces the recruiter of your fit. Think of your CV from the lens of a recruiter: they do not know you, so don't assume they understand your skills without telling them.

Remember to edit your CV so that you highlight your skills and experiences relevant for the position. CV stands for Curriculum Vitae, meaning "course of life". This can be very misleading. Often we think of a CV as an unchanging monolith, that documents your professional life. However, you can think of your CV as a highlights page, that can change depending on where you are applying for, and what is expected of you.

What to include in your CV?

In the beginning of your career you may not have a ton of working experience. Fear not! Other experience and details, such as education, skills, certificates, cards, voluntary work, positions of trust and references can also be relevant and interesting to recruiters. Also a good idea would be to mention your next career goal, preferably in the summary. As you gain more experience, you can begin to be more selective with what you include in your CV.

We recommend to pay attention to the order that things are presented in your CV. Almost always, whatever is listed first, is seen first by the person who reads your CV. If you have a skill that is most important for a given job, try to put that first in your list! Often your work experiences are presented in a reverse chronological order, with the most recent (and often most relevant) experience appearing first. The length of a student CV can be 1-2 pages. If you have a lot of relevant information, it's ok to write a 2 page CV. In Finland it's also common to add a profile photo to your CV.

Include at least these:

- Contact information:** At least name, email and phone number.
- Title:** A title explains your profile or career direction.
- Summary:** Short introduction, which you can tailor depending on the position. Explain your core skills, professional interests and goals.
- Education:** Your degrees (completed degrees or on-going studies), and other relevant programmes or trainings you have completed that are relevant.
- Work experience:** Your work experiences, including job titles, employer names, date and duration of the experiences and descriptions of your responsibilities and accomplishments.
- Skills:** IT skills, languages, professional skills and general working life skills.



See student CV examples on the next pages. For more examples, check out: www.tek.fi/toolkit

CV example 1

GHAYUR JUNEJO MECHANICAL ENGINEER



✉ ghayur.junejo@student.lut.fi
 📞 +358 49 676 999
 🔗 linkedin.com/in/ghayurjunejo
 📍 Lappeenranta
 🇵🇰 Nationality: Pakistani

PROFILE

I am a Master's degree student in Mechanical Engineering at LUT University with strong skills in modeling and designing mechanical components. My work experience includes product development, maintenance and project planning. My strengths are analytical thinking, goal orientation and problem solving. I am currently seeking a summer job as a Mechanical Design Engineer and I am happy to relocate within Finland.

EDUCATION

MASTER IN MECHANICAL ENGINEERING, 2024– Lappeenranta-Lahti University of Technology LUT, Finland

45/120 ECTS completed
 Specialization in Sustainable Manufacturing Processes and Welding Technology & Laser Processing

BACHELOR IN MECHANICAL ENGINEERING, 2021 University of Engineering and Technology UET Peshawar, Pakistan

Thesis: "Design and Fabrication of Waste Water Recycling System"

SKILLS

IT skills

SolidWorks (good)
 Autodesk Fusion 360 (good)
 Microsoft Office (excellent)
 MATLAB (basic)
 Visual Components OLP (basic)

Languages

Pashto (native)
 Urdu (fluent)
 English (fluent)
 Finnish (beginner)

Other skills

Analytical thinking
 Project planning
 Documentation
 Team work

WORK EXPERIENCE

MECHANICAL ENGINEER INTERN HydraulicHub, Pakistan, 6/2022–5/2023

I was responsible for maintenance, inspection and project planning activities as well as ensuring safety protocols. I developed also team work and documentation skills.

MECHANICAL DESIGN ENGINEER NexTechGen Co, Pakistan, 9/2021–6/2022

I focused on designing mechanical components and advancing product development. I also learned self-management, communication and problem-solving skills.

OTHER

MENTEE, LUT MENTORING PROGRAMME, LAPPEENRANTA, 2024

During the programme, I worked with a mentor to define and refine my professional skillset and work-life skills and networked with LUT alumni.

HOBBIES & INTERESTS

Gym, reading, chess

REFERENCES

References available upon request.

CV example 2



Saranya Patankar

Master's Student in Environmental Engineering

Summary

I am a Master's degree student in Environmental Engineering specializing in Sustainable Energy Systems. Currently I am seeking thesis job opportunities in my field. I have gained experience in energy auditing, carbon footprint calculation and renewable energy planning. I am passionate about advancing sustainability by integrating smart systems and renewable energy solutions to address climate change.

Work Experience

Research Trainee

Research Unit Y, Oulu, Finland
5/2024–9/2024

- Conducted life cycle assessments (LCA) and environmental impact assessments (EIA) of hydrogen production pathways.
- Calculated the carbon footprint of hydrogen infrastructure.
- Reviewed literature on hydrogen production technologies.

Junior Energy Engineer

Sustainergy Innovations Pvt. Ltd., India
6/2022–4/2023

- Assisted in performing energy efficiency calculations for industrial processes, contributing to the optimization of energy usage in key sectors.
- Supported mandatory energy audits for commercial buildings and industrial sites, ensuring compliance with energy regulations and identifying areas for improvement.
- Conducted case study analyses, providing data-driven insights to inform decision-making for energy savings projects.
- Collaborated with senior engineers on ESCO projects, helping to supervise project implementation and monitor energy performance.

Contact Details

+358 456 789 00

saranyapatankar@email.com

linkedin.com/in/saranyapatankar

Location: Oulu

Nationality: Indian

Education

UNIVERSITY OF OULU, OULU, FINLAND

Master of Science (Environmental Engineering)

90/120 ECTS completed
9/2023–6/2025 (estimate)
Major: Sustainable Energy Systems

SRI VENKATESWARA UNIVERSITY, INDIA

Bachelor of Science (Chemical Engineering)

9/2018–6/2022
Thesis: Experimental study on trans-esterification reaction for biodiesel production

Certifications

- Course on polymer reaction kinetics
- Course on nano materials and their properties

Hobbies

- Content creation and blogging about environment
- Reading and writing
- Canoeing and rowing
- Cooking with friends

Voluntary Work

Volunteer in Nature Conservation Projects

OLSY & Oulu City
6/2024–7/2024

- Participated in community-led efforts to remove the invasive Himalayan balsam from public areas to protect native biodiversity.
- Participated in water body clean-up initiatives and efforts.

Intern

EcoSphere Solutions Pvt. Ltd., India
9/2021–3/2022

- Conducted studies on process waste in chemical industries, helping to identify key inefficiencies and environmental impacts.
- Analyzed industrial pollution data to assess its effects on local ecosystems, contributing to environmental risk evaluations.
- Reviewed case studies of industrial accidents, providing insights on environmental safety and prevention strategies for future projects.

Skills

Expertise

- Smart grids
- Renewable energy integration
- LCA tools (ISO14044, 14040)
- Energy efficiency
- Energy system engineering
- Energy harvesting
- Energy economics

IT Skills

- SPSS: Basics
- MATLAB: Basics
- MS Office: Excellent
- Sima-Pro: Excellent
- Energy plan: Basics
- Homer: Excellent
- C language: Basics

Language Skills

- English: Fluent
- Finnish: Basics

References

References available upon request.

Sell your skills with a cover letter

The point of your cover letter is to show your motivation and to market your competencies in a targeted way to a specific job. The Finnish job market is small and highly competitive. This is especially true when the economy is in a downswing. To combat this, we recommend going with a quality-first approach rather than taking a mass application strategy.

Your cover letter is your chance to talk about your commitment to the company. What motivates you about the company and position? What do you have to offer? Why do you think you would be a great fit?

If you are applying for an internship or a thesis job, explain what you would want to accomplish with the company. How does this opportunity tie in with your career aspirations? If you are writing an open application, it is important for you to state what kind of position you are looking for and what interests you in the company. You can also describe your career goals and aspirations and how you think they fit with the company.

Do you find it hard to write cover letters?

Writing cover letters can be hard. Give yourself time. It can be a good idea to spread your writing process over several days. This gives you time to process your thoughts and gives you perspective. Quite often, after you have written a draft, you can spot the mistakes easily the next day. You can ask someone else for their opinion

on your cover letter or try AI to refine it, but avoid clichés or using an AI-generated cover letter altogether because of the recognisable style of the text.

Limit the number of applications per month. It is better to write fewer applications of high quality that are interesting for a recruiter, rather than write 50 applications that are generic and uninteresting. Prepare each application process by researching the company. This gives you an edge by understanding company goals and values and how you fit in them. You will be able to write a much better, more targeted letter by understanding what the company is about.

In the job ads, the list of requirements for the ideal candidate can be demanding. You can apply for a job, although you don't meet all the requirements. However, make sure to emphasise your motivation and your ability to learn. Stick to the point as the appropriate length of a cover letter is one page.



Use Workbook's Application Wizard when writing your application letter: www.tek.fi/toolkit

5 Tips for your cover letter

- 1. Analyse the job advertisement** - Try to get a good understanding of the requirements and responsibilities.
- 2. Do research of the company** - What does the company do? What are key company values?
- 3. Tailor your application to fit the position** - Respond to each of the requirements with concrete examples from your previous work and study history.
- 4. Explain your motivation.** What interests you about the company and the position? How does this position fit with your career goals?
- 5. Respond to requests in the advertisements and follow the instructions and deadlines.**

Cover letter example

Dear Sir/Madam,

I am a bachelor's degree student in civil engineering and I am applying for an internship in your FutureTech programme, as I am interested in working for TeknoRa Oy and the job fits my study background and skills in civil engineering.

I am interested in working for TeknoRa Oy, because I see the company as an industry driver and a great place to develop into a civil engineering professional. I became interested in your company after visiting your stand at the TalentRekry fair, where I spoke with Ernest Eekkinen and Hilja Hiltunen. They convinced me that I should apply for your internship programme.

During the internship, I would like to work as a structural designer in real projects. I would be a good choice for an intern, as the next phase in my studies is an in-depth look at structural design and, as an intern, I would be able to immediately apply my new knowledge to real projects. I want to become an expert in my field and lead major construction projects in the future, which is why I am also interested in a career path at TeknoRa Oy after the internship programme.

I am interested in timber construction, smart city projects and lean construction, and hope to work with these themes in the future. My interest in these topics can be seen, for example, in the fact that I received an excellent grade for my project work on the benefits and challenges of smart cities from an economic perspective and that I will soon start working on my bachelor's thesis on lean construction and construction economics.

I have work experience in the construction industry. I have worked on several apartment building and excavation sites in an assisting role and as a production worker in a log house factory. These jobs have taught me how different projects progress in real time and what project work is like. Most recently, I worked as a pavement condition surveyor. In this role, my IT skills developed through the use of various applications and equipment (e.g. road condition cameras, mapping software and Excel). During my studies, I have also become familiar with various design tools, such as AutoCAD and Tekla. These are some of the lessons and skills that I could put into practice in the internship programme.

My working style can be described as active and methodical. For example, during my military service, I was praised for my calm approach when working under pressure. My active-ness can be seen, for example, in the fact that I act as the corporate relations officer of my guild at the university. This position has developed my organisational and presentation skills.

I could start working at any time this spring. Please contact me if you are interested. I would be happy to discuss this opportunity further and talk about what I could offer you as an intern.

Kind regards,
Tobias Vallis

What happens in a job interview?

A job interview is a way to assess an applicant's suitability for a job. As a job applicant, you should prepare for different types of interviews and for the fact that you cannot fully predict how an interview will proceed.

At its best, a job interview is a conversation between two parties, trying to find answers to questions from both sides and figure out if the applicant and the job are a good match. The employer considers whether they should hire you and you can consider whether the job opportunity is one that you should take.

Job interviews can vary depending on the type of organisation and job, the interview method, who conducts the interview and at what stage of the recruitment process the interview is held. The interview typically aims to establish the applicant's suitability for the responsibilities of the position and their fit with the organisation and team.

Topics typically discussed during a job interview:

- the applicant's competence, skills and experience
- the applicant's motivation and interests
- the applicant's development aspirations and the goals of the organisation
- the team, organisation and future duties
- employment-related matters (such as the salary and working hours)
- possible work samples or tests
- applicant's own questions
- practical issues and how the recruitment process will continue

Tips for a job interview

- Prepare for the interview by learning more about the employer and what the job entails.
- Prepare by considering your personal goals and your suitability for the job.
- Follow the instructions you are given about attending the interview and be on time.
- Discuss relevant matters: if you are not asked about something relevant, bring it up yourself.
- Provide examples of your competence and show your motivation and interest.
- Ask about anything that you are unsure about in terms of the job opportunity.
- Be honest and be yourself, focusing on your best qualities and strengths.



Why do recruiters call references?

In addition to job interviews, reference calls are often used to ensure that the applicant is suitable for the job. Recruiters may want to contact your references to find out more about the kind of employee that you are and how you have performed in the past.

Your references may include:

- your former or current supervisor
 - your former or current colleague
 - someone else who knows you professionally
- When choosing a reference, you should ask someone who has had the opportunity to observe you in action and who knows you well enough. If you have no previous work experience, consider asking someone from your hobby or position of trust or a member of the teaching staff who knows you to act as your reference.

You may be asked for references towards the end of the recruitment process, for example after an interview. Before you share your references' contact details with anyone, make sure that they are willing to act as your references and have given permission to share their details. If you know that a recruiter is planning to contact your references, inform them in advance and also tell them what role you are applying for. Avoid writing your references' contact details on your job search documents. Share their details only when you are asked for them.

The interviewer may be:

- a representative of the employer or a recruitment agency
- a recruiting manager or team leader
- an HR or recruitment specialist
- a team member or a future colleague
- the CEO or some other key person

Some recruitment processes may involve multiple rounds of interviews. You may meet different interviewers in each round and the interviews may be different. Interviews may be conducted face-to-face, by video call or over the phone. Some rounds of interviews start with exploratory phone interviews or video questions, after which the most potential candidates are invited to continue in the process. For example, summer job recruitment processes with large numbers of applicants may include such exploratory rounds.



You can find more help with preparing for a job interview in the Workbook's website: www.tek.fi/interview



How to recover from rejection in job search?

It hurts to get the message that says "Unfortunately, you were not selected this time".

All of us face rejection at some point in our lives or careers. Maybe you didn't get the summer job or thesis job, or you find it difficult to get the first job after graduation, even though you have gotten far in the application process. It hurts to get the message that says "Unfortunately, you were not selected this time". It could also be that someone else's idea was accepted at your workplace instead of yours, or that you were made redundant when your employer reduced its staff.

Such situations are likely to cause frustration, hurt, embarrassment, anxiety, irritation and even anger. Managing emotions can sometimes feel overwhelming, and being in the middle of emotional turbulence, to say the least, is a drain on your energy.

Being rejected can feel particularly hard when you are just entering the work life or taking the first career steps. But it's important to understand that almost everyone faces these situations. Dealing with rejection is one of life's key skills. By learning this skill, you can grow from the experience and move forward wiser and more confident.

The pain of rejection is real

Being rejected by a recruiter, manager or work team (or even a potential romantic partner) hurts. Research shows that there is little difference between physical injury and emotional pain of rejection at the level of brain activity. Also, recalling emotional or physical pain later causes a very similar reaction in the brain as at the time of the event. This is why it is important to recognise and deal with emotions - so that they do not disturb your mind and interfere with the next stages of your working life.

Rejection feels bad, because we as humans have a strong need to belong and be accepted. This need has developed through evolution, because once upon a time, belonging to a group was vital for survival. Rejection causes pain, anxiety and insecurity. You are not over-emotional, poor or weak if you feel this way. It's biology and normal.

Emotions are information

Emotions are psychological and physiological reactions. You cannot do much to stop emotions from arising. Emotions are related to almost everything, and no emotion is inherently bad or good. Emotions drive thoughts and actions, and what matters is what you do when you are driven by them. For example, your feeling of irritation can encourage you to rearrange your schedule.

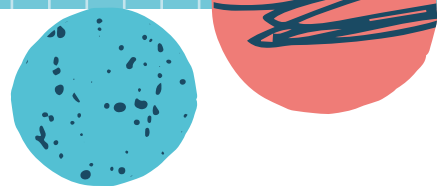
Emotions provide important information that helps you understand yourself. Stop and examine what emotions you feel, how you relate to them and what actions they attract you to take. By doing this, you can learn to regulate your emotions better and your emotional skills will develop.

Recovering from rejection step by step

Recovering from rejection is quite similar to dealing with the grief of loss. The length of recovery depends on you and the situation. Be patient. There is no optimal time for getting over rejection. Let's go through the stages of recovery by considering a situation where you were not selected for a job, even though you strongly believed you would be.



On the Workbook's website, you can find an exercise to help you explore your emotions: www.tek.fi/toolkit



Stages of recovery from rejection

1 Denial and disbelief
 "This can't be true. This must be a mistake. The recruiter liked me, and the interview went so well. And I put so much effort into this application process!"

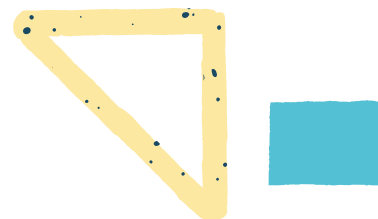
2 Anger and resentment
 "I checked again, and this is indeed the situation. I didn't get selected. Now I'm getting annoyed."
 It can be tempting to take your frustration out on the rejecter. There are ways, such as social media, the company's feedback page, email or another upcoming new job interview - but don't do it. Venting in public will only do you harm in the long run. Share your feelings with your best friend, pour out your anger in your diary, or go for a run. Take a time-out and three deep breaths and stay calm.

3 Negotiation
 "I must have been rejected because the recruiter lacked information and made wrong assumptions. If only I could reach the recruiter and talk to them, I could win them over."
 You may feel tempted to ask for justification of the decision or hope for another chance to demonstrate your skills. Remember, that the rejecter is not accountable to you for their decision (selection for public office may be a different matter). However, by asking for feedback, you may be able to get some idea about which selection criteria your profile did not meet, for example. You can then reflect and learn from the situation.

4 Dealing with emotions
 A wide range of emotions will surface, including disappointment, annoyance, embarrassment, confusion, hurt, anxiety, sadness, anger, frustration and many more. Your self-confidence has taken a knock and you may be questioning your professional worth. Remember that these are all common and very normal reactions. Rejection in no way defines you as a person!

Give your feelings the space they deserve. Emotions that are ignored will build up under the surface and can take a toll on your self-confidence in the future. Cry if you feel like it, scream out your frustration if you need to. Listen to your feelings and write them down in a diary, draw a picture or make music out of them. Now it is time to take advantage of all self-care measures. What do you need right now? Light candles, take a bubble bath, walk by the sea, go mountain biking or talk to a trusted one - anything to improve your mood. Remind yourself why you are a good person. Focus on the present moment instead of the past.

What would you say to a good friend when they're going through a similar experience? Can you talk to yourself in the same way, supporting and encouraging? You have permission to be kind to yourself even when things are difficult or not going well. You can like yourself, even if things don't always go perfectly.



5 Acceptance and learning
 When your emotions settle down, you can look at the situation more realistically, accept what has happened and grow from the experience.

Reflect on the rejection in a neutral and objective way. Maybe you weren't the right fit after all, or there was something beyond your control. In recruitment, sometimes the choice depends on very small nuances, for example in a situation of two equal candidates. It's also quite common that you never find out why you weren't selected.

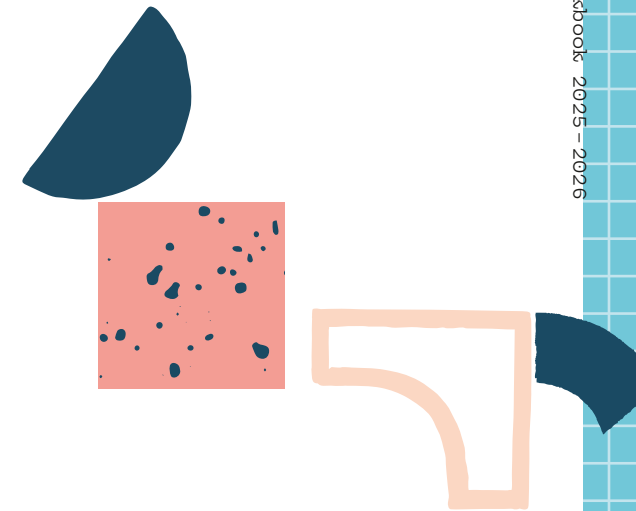
It is now a good time to learn all you can from this. Could you have done something differently? Did you tailor your job application to the job you were applying for? Did you check and update your CV? Did you realise that you were missing information that you could have obtained by calling the recruiter during their call time or by learning more about the company? Is there anything you could improve about your performance at the interview?

6 Reaching your goals over the hurdles
 You might want to avoid being rejected. Then you are playing it safe, but there is still no guarantee that you will be spared. Don't let the fear of rejection stop you from reaching for your dreams.

Achieving your goals can sometimes mean going through several recruitment processes, until you make it. In the same way finding a life partner can require many attempts, sometimes loneliness, or time to heal from a breakup before you find the right one.

Rejections, along with successes, are part of the long chain of events that carry you towards your life targets.

Satu Myller
 Career coach, TEK



Support available

If, despite your best efforts, your mood is very low or you experience negative thoughts and feelings for more than two weeks, it's time to seek support.

- The Nyyti association (www.nyyti.fi/en) has good materials, chat support and group activities.
- On the Mielenterveys-talo website (www.mielenterveystalo.fi/en), you can fill in an anxiety screening questionnaire or take part in a free self-help programme for anxiety, for example.
- If necessary, contact FSHS / YTHS (www.yths.fi/en) for an assessment of the need for treatment.

Working life



1. Let's talk about salary.
2. Sign an employment contract.
3. TEK membership offers security.
4. Career Services available on your campus.

Salary recommendations

TEK studies and compiles statistics on the salaries and salary development of our members. We publish annual salary recommendations based on the collected data. Recommendations are provided for different career stages: for trainees, students doing a paid master's thesis project and for recent graduates.

Trainee salary

TEK publishes annual trainee salary recommendations for students. The recommendations are for work you do while studying and that is related to your field of study. The recommendations are based on the information provided by student members in the TEK Student Survey on their salaries during traineeships, summer jobs and work during studies. The recommendations also reflect salary increase projections.

The trainee salary recommendation provides a good starting point for salary requests for traineeship or work in your field that is done while studying. When determining your desired salary, please remember to consider the job demands and your personal competence and previous work experience.

Thesis work

A master's thesis project is often completed under employment, and a separate salary recommendation is given for work that is done in connection with a thesis. Please note, that if you also have other duties in addition to your thesis, they should be taken into account and increase your salary.



TEK's latest salary recommendations can be found here:
www.tek.fi/salary-recommendations



As a student member of TEK, you may also use Salary Surveyor after logging in to our website:
www.tek.fi/salary-surveyor

Starter salary

The starter salary recommendation for recent graduates is based on the TEK Graduate Survey. The recommended starter salary is set slightly higher than the actual average salary, because TEK aims to facilitate salary increases for its members. The recommended starter salary is also based on the forecasts of future economic trends and salaries.

The recommended salary is for recent graduates working in specialist positions that match their education who do not yet have extensive work experience in their field. The starting salaries are higher especially for more demanding jobs and for graduates who already have more work experience. The specific industry, company and region may also affect the starting salary.

You can use the recommended starting salary as a baseline for comparing your desired salary and your competence and experience. Think about what kind of salary you would be satisfied with in your situation, considering the demands of the job. When negotiating your salary, remember to also take into account any other benefits offered by the employer.

Salary negotiations

Candidates are often asked to state their salary request when they apply for a job. The desired salary often provides a starting point for salary negotiations. The company may have a specific salary range in mind, and the student's salary will fall somewhere within this range. The public sector often uses a payroll system and pre-defined criteria for determining the salary.

Even many experienced candidates find it difficult to provide a salary request. The purpose

of TEK's salary recommendations is to help students and recent graduates think about, formulate and justify their salary request.

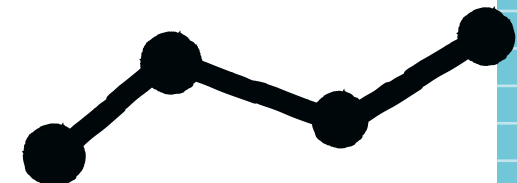
The final salary will be agreed in the employment contract, and during employment, salary increases depend on across-the-board increases decided through collecting agreements and possible personal pay rises. Personal rises are typically based on job performance, competence development and general career development. Everyone negotiates personal rises themselves.

How to prepare for salary negotiations

- Find out if the employer is using a payroll system or if the salary is based on a collective agreement. Also, find out who to contact for more information about the payroll system. Find out as much as you can about the salary. As a member of TEK, you can also ask us to help you interpret salary issues.
- Carefully analyse your duties and the competence they require.
- Practice the negotiations either in your head or with someone.
- Plan your arguments carefully in advance and practise stating them. Try to anticipate the counterarguments of the other party.

During salary negotiations

- State your salary request, when asked, and provide arguments for it. You can justify your request by emphasising your competence or previous experience.
- Emphasise the elements that relate to the demands of the role and your competence, potential for development, performance, motivation and commitment.
- Highlight the skills and competence you have that benefit the organisation.
- In your arguments, use the employer's own terms, if possible.



Preparing for salary negotiations

You can use the following questions when preparing for a salary negotiation. Write down your thoughts and arguments so that they are clear in your mind when negotiating.

? Position and roles

Analyse each job or project separately. What kind of roles have you had? What were your tasks?

? Competence

What competence have you gained at work and in your studies? What competence do you have that is relevant for this particular position?

? Responsibilities

What personal responsibilities have you had in your previous jobs? What responsibilities have you shared with others, e.g., a colleague or a team?

? Strengths

What are your professional and personal strengths?

? Achievements and feedback

How well have you succeeded in previous jobs or studies? What are some of your concrete achievements? What kind of feedback have you received from supervisors, colleagues, customers or other stakeholders?

? Development

How would you describe your ability to learn and develop? How would this be beneficial in your job?

Have you received a job offer and are about to sign an employment contract? Congratulations! Here are some things you should consider when signing an employment contract and obtaining a work certificate.



Employment contract and job certificate

It is important to have a written employment contract

It is possible to start an employment without a written agreement. Importance of a written contract cannot, however, be stressed enough. With a written form, it is easier to operate in possible later disagreements during the employment. It is preferable to have the contract signed before starting your job to avoid any confusion.

What can be included in the contract?

Firstly, the employment contract should comply

with the possible collective agreement. A collective bargaining agreement, CBA, is an agreement that has been negotiated between employee and employment associations.

If such a collective agreement exists, the employment contract cannot contain any debilitating clauses compared to the CBA. There are some CBA's which are generally applicable. This status is confirmed by a public committee. In addition, especially Employment Contracts Act, Working Hours Act and Annual Holidays Act set boundaries.

Your employment contract might include additional terms

Other possible conditions include for example travel time, travel costs, training possibilities, non-disclosure and non-competition agreements and clauses on intellectual property. Especially if you work in a creative field and create also in your free time, it is important to consider what has been stated on IP-rights.

Pay heed to any clauses which might affect you even after the end of the employment relationship, such as non-disclosure agreements and non-competitive agreements. Especially the latter always means a hindrance to your possibilities to freely employ yourself elsewhere. Any contractual penalties should be avoided – these are clauses which state that the employee must pay a certain amount for breaches.

Negotiate, inquire and understand your contract

An employment contract is made between the two parties, which means that the terms and conditions of it are indeed negotiable. It is advisable to focus on a few key points that you wish to have modified. Think on what you

will say in case the employer is not willing to make changes. Try to reach for a compromise. If clause A of the contract cannot be changed, how about clause B?

It is in the interest of both parties to review the agreement together. You can ask for additional time to consider. Send your contract to a lawyer for review before signing.

Remember to ask for a job certificate

Ask for a job certificate after your employment has ended. A certificate might significantly help your job search later, as it will be an easy way to demonstrate your experience. It is up to the employee to decide how extensive they want the certificate to be. An extensive version includes, in addition to the duration and duties, the reason for ending the employment and an assessment of working skills. The employer is obligated to provide a job certificate up to 10 years after.



As a member of TEK you can send your employment contract draft to TEK lawyers for review: www.tek.fi/law

The employment contract shall include at least the following:

- The parties to the agreement.
- The date of commencement of the work.
- The type of employment, if fixed term, the grounds on the fixed term as well as the duration or an estimate.
- Possible trial period and its duration.
- The place of work.
- The primary duties of the employee.
- The grounds of the salary and/or other remuneration and the pay period.
- The regular working hours.
- Annual holiday. As holiday is accrued by working, try to agree upon holiday for the start of employment too.
- Period of notice.
- The applicable collective agreement (CBA).
- Date and signatures, and a copy of the agreement for both parties.

Frequently asked questions and answers from TEK lawyers

Here is a collection of actual frequently asked questions from students to TEK legal services.

“ I have a fixed term contract. How can I terminate my current contract?”

A fixed term contract is valid until the set date and cannot be terminated, unless otherwise agreed. Might be good to know for next time: You could include in the employment contract a separate clause that the employee is allowed to terminate the contract. You can still try negotiate on a possibility of terminating now.

“ My fixed term contract was terminated based on trial period. I worked for four months. The contract was fixed term of six months. Is this okay?”

On a fixed term contract the possible trial period cannot exceed half of the duration. Therefore, your trial period has already been over after 3 months. The employer is in the wrong here.

“ I have variable working hours, my contract states 0 - 37,5 hours/week.

We have a disagreement with my employer as I declined offered work. Don't I have the right to decline?

Yes, you are allowed to decline offered work hours as the minimum on your contract is set to 0 hours.

“ I have a non-competition clause on my contract. What does competitive mean?”

Business competing with the employer is determined based on field of business. If they are working in the same field as your employer, they can be deemed as competitive. More specifically competition usually refers to a company, who

offers same products/services as your employer to the same customer base. Determining the competing business can be hard. It is recommended to limit the scope of a non-competitive agreement as much as possible. This can be done ie. by listing the competitors on the agreement, and/or specifying the field of business. It could also be viable to limit the scope geographically. In questionable cases it is advisable to inquire directly from the employer, as if there is a disagreement, the final say on the matter lays within the court.

“ I have not received my salary. What to do?”

It is important to first ask your employer. Mistakes happen, and the situation could right itself. If there are more problems, inform them in writing so you can later prove that you have inquired after your pay. If the salary is missing, you should always inform the employer promptly. No one should work without remuneration. If you suspect that the employer is insolvent and cannot handle their bills, apply for a pay guarantee within three months of the supposed payment date of your salary.

“ I am working with variable hours. On a day I was supposed to work, I got sick. Now the employer won't pay salary for the day. Do I have the right for pay?”

Yes, you have the right for pay as the work shift had already been marked. This would be the case also if the day had been otherwise already agreed upon.



As a member of TEK you can contact TEK lawyers: www.tek.fi/law



Student, welcome to TEK!

We're happy that you've decided to pursue technology and natural sciences. We at TEK are here to support you in your first steps in the Finnish work life and beyond. We will be smoothing the way and cheering you on – always helping you make the best choices for you.

Academic Engineers and Architects in Finland TEK is the trade union for university

students and graduates in tech, architecture, and mathematical-natural sciences. A warm welcome to our community!

By joining a trade union, you help ensure that the fields of technology and natural sciences have the best possible employment conditions. Read more about our negotiation work on the next page.

Student membership doesn't cost anything – now is the perfect time to take advantage of all the services and benefits available to you!

As a student member, you will have access to our services and experts, who can advise you on work life in Finland. You can turn to us, for example, when you:

→ want to have your (summer) employment contract reviewed by a lawyer.

→ wonder what kind of salary you should ask for (or what is the salary level you can expect in the future).

→ need tips or trainings for job hunting and career planning.

→ have a situation at work you want to discuss with an expert.

→ are thinking of starting your own business.

→ want to make the most of diverse discounts for hobbies, wellbeing, leisure activities, and more.



Make the most of your membership:
www.tek.fi/students

What have unions ever done for you?

When moving to study in a new country, the thought of “I wonder how the labour system is structured?” is not something you think much about.

There are, after all, many more important things on your mind. Between residence permits, possible tuition fee payments, submitting documents, securing housing, and everything to do with preparing for your studies, jobs may not sit high up in the priority list. When they do, the process often stops at “how will I get one?”

I know that, because that was my situation when I moved to Finland for my studies. It was only after a few years that I began to learn more, and began to realise how vital the knowledge was. To avoid that happening to you, I will hopefully therefore describe:

What is that trade unions do for you, and why is it so important that you know it?

First, it should be noted how normal and everyday union membership is in Finland. In total, over 50% of employees are a member of their union, and the subject is not a taboo one. When you get a job, there's even a decent likelihood that your boss is in the same union as you.

What we do in short is protect your working conditions and rights, via negotiation with employer unions. From these negotiations, industry wide collective agreements are formed.

When working in Finland, there are three layers of protection underneath you. On the bottom is the law, which governs the most basic of rights and conditions, setting minimum

baselines for every worker in Finland. On the top is your employment contract, which is specific to yourself and in a high level of detail.

In between these two are the collective agreements. Just as your contract cannot contain anything against the law, it also cannot break the relevant collective agreement. The agreement contains information such as the lengths of paid sick or parental leave, entitled holiday benefits, and what compensations for travel are owed. It even includes the mandatory minimum annual salary increase, as well as the length that a working day should be, and hence at what point you should be paid extra.

For most workers, it is hard to even notice that all this is happening. In Finland, especially for unions for highly educated members like TEK, actions such as walkouts or strikes are extremely rare. The negotiation happens for your good, but without your need for direct involvement (unless you want to), letting you focus on your work without the need to fight to maintain your conditions.

This does not mean you aren't important. To be able to negotiate, unions need members. By being a part of one, you aren't just getting the easily visible services and benefits. You are also helping to ensure your work life remains protected. You are supporting your rights, and your future.

Owain Hopeaketo, TEK
Supporting and representing international members





Student,

are you already a member of the unemployment fund KOKO?

With KOKO, you can receive earning-related daily allowance if you ever become unemployed.



Become a member as soon as you start your first job to ensure the required employment condition is met in time.

Join KOKO via TEK



Use the allowance calculator to see how much you could get:

kokokassa.fi/en/allowance-calculator

Read more:

kokokassa.fi/en/conditions-earnings-related-allowance

Career Services on your campus

→ Throughout your studies, you will have access to your university's career services, which will help you plan your future career and support you in your job search.

→ Take advantage of career lectures, workshops and events at your university. You may also benefit from individual career counselling. You will also have access to a wide range of materials to support your career planning.

+ Visit your university's JobTeaser portal to find job and internship advertisements targeted at students at your university.



Career Services
studies.helsinki.fi/instructions/work-and-career



Career Design Lab
careerdesignlab.aalto.fi



Career Services
uef.fi/careerservices



Career Services
juu.fi/careerservices



LUT University, LUT & LAB
lut.jobteaser.com



Career Centre
oulu.fi/en/working-life



Career Support
tuni.fi/careerplanning



Career Services
utu.fi/rekry/en/



Career Services
uvasa.fi/en/students



Career Services
abo.fi/career-services

