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|  | | |  | [First Name] [Surname] |
| Experience [Dates From]–[To]  [Job Title]**•** [Job Position] **•** [Company Name]  [Dates From]–[To]  [Job Title]**•** [Job Position] **•** [Company Name]  [Dates From]–[To]  [Job Title]**•** [Job Position] **•** [Company Name]  *Write all your work experience here. Start with the most recent and work your way back in time. Also list all your summer jobs and study-related learning periods in working life. Finally, delete this help text.*  **Education**  [School Name], [City, State]   * [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]   *Write here all your most important educations, starting with your current degree (see model below). Check the English names of the degrees in e.g. ePerusteet (*[*Vocational education - eRequirements (opintopolku.fi)*](https://eperusteet.opintopolku.fi/#/en/selaus/ammatillinen)*). Finally, delete this help text.*  **Omnia, the Joint Authority of Education in Espoo Region, Espoo, Finland**   * Vocational Qualification in Tourism Industry, Receptionist * 08/2019 - ongoing  Communication *Enter your language skills here (see model below). Add your mother tongue and any languages you speak even slightly. Mark your knowledge of each foreign language in terms of oral and written knowledge on a scale of Excellent-Good-Average-Basic. Finally, delete this help text.*  **Finnish** Mother tongue  **English**: Excellent writing and conversational skills  **Swedish**: Good conversational skills and average writing skills  **German**: Basic conversational skills |
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| *Change your own image above:*   * *select a picture by clicking on it so that you can see the frames of the picture* * *click with the right mouse button* * *select Fill > Image from the top menu that appears* * *Get your own picture from your own computer in the right storage location* * *Click Add* * *Finally, delete this instruction text* | | |  |