

# Name

Current Address:

Permanent Address:

## CAREER OBJECTIVE

**Management trainee.** Desire an entry-level position in multinational corporation which offers challenging and broad training. Prefer to utilize and develop my leadership and management skills acquired in the army and as a scoutleader. Wish to use my language capabilities and am very flexible in relocations. Aiming at international tours especially in the Far East.

## EDUCATION

**HELSINKI SCHOOL OF ECONOMICS** St. Michel, Finland

Bachelor of Business and Administration, January 19XX, Major in International Business  
Overall GPA: 3.5/4.0. The program has been ranked as the 2nd best business school in Europe. The program emphasizes ease studying and teamwork. Includes compulsory one semester exchange period abroad. All the professors are visitors from prominent business schools of North-America, Europe and the Far East. Relevant courses:

- |                              |                           |
|------------------------------|---------------------------|
| * Principles of Management   | * Marketing Management    |
| * Financial Accounting I, II | * Strategic Management    |
| * International Business     | * Strategic Marketing     |
| * Human Resource Management  | * Business Communications |

## WORK EXPERIENCE

**THE BORDER GUARD DETACHMENT OF NORTH CARELIA**

Joensuu, Finland

*Second Lieutenant, Drill Instructor 4/XX - 8/XX*

One of the very few temporary vacancies available each year. Normally you have the same assignment after military academy (equivalent to a Master's degree). **Prepared and implemented training:** normally got the topic of education and number of subordinates and made the plan for the next day's program. **Prepared and gave lectures** for draftees. **Led and controlled** draftees during military exercises in the wilderness of North Carelia: usually 5 day exercises, was responsible for the education and control of one squad (about 10 men), supervising squad leader, etc. **Practiced management and leadership skills:** from planning the physical exercise to leading a bicycle march of 180 men for a distance of about 100 km. **Learned a lot of practical management skills** like problem solving, supervising, motivating, punishing, interpersonal skills, etc.

**JUNIOR HIGH SCHOOL** Iломantsi, Finland

*Substitute teacher 2/XX - 3/XX*

Taught teenagers mathematics and Swedish. Was a strict disciplinarian in classroom and especially during detentions. Have been several times as a substitute teacher due to the fact that I am known as a sturdy person who can manage with rogue teenagers.

*Substitute teacher 11/XX - 12/XX*

Taught and supervised students and managed separated technical work building. Disciplinarian, strict one due to power tools and other risk factors. I learned to appreciate the use of authority and fair "toughness" in a natural manner. If I had been too flexible it would have exposed the students to even fatal physical damages.

**THE MAIN POST OFFICE** Helsinki, Finland

*Maintenance worker 5/XX - 8/XX*

Blue collar worker, dirty job but gave me financial independence which motivated me to set high academic goals and to achieve long-term goals in my life. Was the only summer worker who had a license to use employer's car for working.

*Maintenance worker 6/XX - 8/XX*

See above. After my performance during this summer, I had a job available for the next summer.

## MILITARY

### **FINNISH ARMY BORDER GUARD DETACHMENT**

*Platoon Commander (reserve officer, 2nd lieutenant) 1/XX - 12/XX Joensuu, Finland*  
4/100 gained the equivalent position in our detachment. Won the management and leadership competitions and got a rare medal for honorable service. Chose tough guerrilla training on purpose because it offered an opportunity to develop stress endurance, learn to work under pressure, learn and practice leadership skills and build physical condition, naturally. Learned practical organizing skills and to lead (first to survive) under enormous physical and psychological pressure in the severe conditions.

## ACTIVITIES

**HIGH SCHOOL STUDENT UNION GOVERNMENT: President**, member. Was voted for the president in the second year of high school. Learned official meeting procedures, budgeting, project management, etc. Led the government meetings and represented the school in the regional and national level meetings. Got honorable grades about the work done for the Student Union from the Dean of High School.

**THE BOYSCOUTS OF ILOMANSTI**: Vice President, secretary, scoutleader. Learned the attitude of high morality, fair play and **teamwork**. Started to lead and teach kids at the age of 14. Since then has been responsible for scouts during the weekend tours and hikings.

**THE BOXING CLUB**: active member

Training of Martial arts require strict **discipline and patience**. Interested also in the philosophy and oriental way of life as well as in self defense and sport.

**SURVIVAL TRAINING** (hiking and camping in the winter)

In the severe conditions I have learned e.g. practical problem solving, taking care of myself and the others, the importance of teamwork especially in **extreme conditions**, etc. Reaching and exceeding my limits has always been a **challenge** for me and offered a chance for mental growth. I enjoy extreme sports in general and am ready to achieve something. I strongly believe that if I train myself in extreme and tough conditions, I can more easily manage the problems and challenges that I encounter in business and daily life.

## PERSONAL

- Strong **educational background** in international business and good communication skills in English provides the stable basement for the future development.
- Enormous **adaptability** from survival trip in wilderness to working in Central Africa.
- Willing to be **relocated** and to get challenging and responsible tasks.
- Do not need long time for preparation to **travel** (if you say we are leaving for a business trip tomorrow, that is fine with me!).
- the **fearless** attitude and proven ability to bare responsibility.

## AVAILABILITY

7/XX - 8/XX and permanently after the study exchange period and graduation in January 19XX.

## REFERENCES

Col. T. Juntunen  
Commander of the Border Guard  
Detachment of North Carelia  
Ottola, Finland

Mr. A. Juntunen  
Dean of the High School of Ilomantsi  
Ilomantsi, Finland