



General information about summer jobs in Oulu and how to apply

CV (curriculum vitae) and job application

Before applying for a summer job, you should prepare a CV (curriculum vitae). A good CV is one page long, explicit and free of typos. When you have a good CV, you can use it to apply for several summer jobs. Remember to keep your CV up to date!

In the CV, briefly tell about yourself: who you are and what you are particularly good at. Your CV should list your education, work experience and skills. You can also mention some of your hobbies. Remember to include your full name, telephone number and email address so that the employer will be able to contact you.

A good CV contains the following:

- Your contact details, clearly visible in a separate section.
- Your work experience from the most recent to the oldest job, including the start and end dates of employment and brief descriptions of the work duties.
- Your degrees from the most recent one to the oldest, including the educational institutions and study line and the start and end dates of the studies – and also including any degrees you have not completed yet.
- Any further training and courses you have completed, such as a hygiene passport.
- Your IT skills and the programs and apps you know how to use, such as Word, PowerPoint or Canva.
- The languages you speak and your own assessment of your skills – for example: native language, fluent, sufficient for working, basics.
- Your hobbies or interests.
- Any referrals you have.
- You can also add a businesslike photo of yourself to the top of the CV.

In addition to a CV, you will need to complete a job application. The purpose of the job application is to convince the employer that you are the right employee for the job. In the application, you describe who you are, why you are applying for the job and what skills you have.

The purpose of the job application is to demonstrate your motivation for the job. A good job application is matter-of-fact and explicit. Don't forget to add polite greetings at the beginning and end. You don't need to repeat the information included in your CV in the job application.

A good job application contains the following:

- The job you are applying for.
- Why you are interested in the job.
- Skills you have learned in your previous jobs. Keep in mind the job at hand: how can your skills help you in the job you are applying for?
- A description of you and your character.
 - ✓ Be confident and praise yourself and your skills, but be honest.
 - ✓ How would your character and other qualities help you in the job you are applying for?



Summer job voucher

If you are 15 to 17 years old and live in Oulu, you can get a summer job voucher from the City of Oulu. Ask for the summer job voucher at your own school. A summer job voucher supports the employer in hiring you. You can only get one summer job voucher per summer.

With the help of the summer job voucher, you can apply for a job in Oulu, Muhos, Hailuoto, Tyrnävä, Liminka, Kempele, Ii or Lumijoki. The employer may be a company, an association, a society, a club or a foundation. The working time is 30 hours a week for two weeks, or a total of 60 hours during the summer season (between 1 May and 30 September). For more information and vacancies in Finnish, see businessoulu.com/kesatyo.

Summer internship

If you are a student in Oulu aged 18 or over, you can apply for a summer internship with the City of Oulu.

A summer internship lasts for one month and the working time is 30 hours a week. The salary for the internship is EUR 1,100. Taxes will be deducted from the salary according to your tax card. You can apply for a summer internship from the beginning of week 5 until the end of week 10.

You can apply for a summer internship if:

- You are a student, and you will not graduate from a vocational education institution or higher education institution during the spring.
- You will turn 18 by April 30 of the application year.
- Your municipality of residence is Oulu.
- You have not been a summer intern for the City of Oulu during the previous two summers.

Summer entrepreneur

Would you like to try entrepreneurship? The Kesäyrittäjä (Summer entrepreneur) programme is aimed at 17–29-year-olds and takes place in the summer. The aim is to offer you an option to work as an entrepreneur instead of a traditional summer job. Kesäyrittäjä gives you the opportunity to test your business idea in practice.

Through Kesäyrittäjä, you will get:

- Information about the various aspects of running a business.
- A Kesäyrittäjä mentor who will help you all summer.
- The opportunity to participate in events organised during the summer.
- A subsidy from Kesäyrittäjä if:
 - ✓ Your municipality of residence is Oulu.
 - ✓ You are between 17 and 24 years of age.
 - ✓ You are a student.
 - ✓ You have not received a summer job voucher for the same year.
 - ✓ You have not been offered a summer internship with the City of Oulu for the same year.
 - ✓ You will attend the guidance offered by Kesäyrittäjä.
 - ✓ You must submit a separate application for the subsidy, and all of it must be used for the business operations.

For more information about the Kesäyrittäjä programme, see kesayrittaja.fi.

Other options

You should ask for a summer job in several places. Ask your parents, friends, friends' parents, neighbours and acquaintances. You might also find a summer job in your local grocery store or through your hobbies, such as a sports club. The internet and social media are other good places to look for summer jobs.

In addition, you can go work abroad for the summer through NordJobb, for example. For more information in the Nordic languages and vacancies, visit nordjobb.org.

More information

When you start in your summer job, give your employer your tax card and bank account number. Also give them your summer job voucher (if any). Remember that the employment contract is always made in writing. The employment contract sets out, among other things, your working hours and pay.

Before starting work:

- Find out at what time you need to be at the workplace.

Ask the employer the following:

- When you are allowed to take breaks at work.
- Whether you can use your own phone at work.
- To whom and how you should inform if you fall ill.

When your summer job ends, ask for a reference. If the work went well, ask if you can add your employer as a reference in your CV.

Ask for advice

If you have any questions about summer jobs or problems at your summer job, ask for advice. You can ask your employer anything about your summer job. If you cannot ask for advice from your employer, you can contact the summer job team at Byströmin Ohjaamo or International House Oulu (IHOulu), for example.

You can also investigate things yourself on the [Tyoelamanpelisaannot.fi](https://tyoelamanpelisaannot.fi) website in several languages. The Summer Job Helpline is available in Finnish, Swedish and English from May onwards. On the kesaduunari.fi website, you will find the contact details and a FAQ section.



Byströmin

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OULU



NUORISOPALVELUT

