# **CV Template for Applicants to Master`s Degree Programme in Sustainable Aviation Business Haaga-Helia UAS**

Please, fill out this CV template and attach it to your application form **by 22 November 2022 at 15.00** Finnish time (UTC/GMT +2) at the latest. The CV will be used to verify if your work experience fullfills the eligibility criteria.

|  |  |
| --- | --- |
| Full name: |  |
| Date of birth: |  |

**Eligibility criteria**

You can apply to the Master´s Degree Programme in Sustainable Aviation Business, if you have:

a Bachelor’s (or a higher) degree in the field of aviation and/or aviation business area at least two years (24 months) of general work experience after completing your Bachelor´s degree and before 31 December 2022.

**OR**

Other appropriate Bachelor’s (or a higher) degree and at least two years (24 months) of work experience in the field of aviation and/or aviation business area after completing your Bachelor´s degree and before 31 December 2022.

**OR**

a Bachelor’s (or a higher) degree in the field of aviation and/or aviation business area and at least two years (24 months) of work experience in the field of aviation and/or aviation business area after completing your Bachelor´s degree and before 31 December 2022.

If you have a Finnish Certificate called 'opistoaste' or 'korkea-asteen tutkinto' and you have thereafter got a Bachelor´s or Master´s degree, you can also include work experience, which was carried out after the 'opistoaste' or 'korkea-asteen tutkinto'. Note that this Certificate level of education mentioned is not being offered any more.

**WORK EXPERIENCE**

Please make sure you have work certificates written by your current and previous employers of all the work experience mentioned on this CV. If the employment is/was part-time work, the work certificate must clearly indicate the number of working hours per month. Entrepreneurship will be accepted as work experience if an applicant can produce a certificate attesting that he or she is or has been covered under the statutory YEL or MYEL pension scheme for entrepreneurs. You can fill in the work experience obtained until 31 December 2022, if your employment continues until that date. More information is available at Studyinfo.fi website where the programme specific application instructions have been published. List your employment record **starting from your most recent position**. You can copy the tables below if you need more of them.

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| --- | --- | --- | --- | --- |
| **Name of organization:** | **Position held:** | **From (day/month/year):** | **To (day/month/year):** | Remarks by Haaga-Helia |
|  |  |  |  |  |
| **Describe your work tasks briefly (max 100 words):** |
|  |
| **The employment is/was fulltime (mark x)** | Yes | No |
| **If part-time work, please tell your total working hours in this position after completing your Bachelor`s (or higher) degree:** |  | hours in total |

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