



ФИНАНСОВЫЙ
УНИВЕРСИТЕТ

ПРИ ПРАВИТЕЛЬСТВЕ РОССИЙСКОЙ ФЕДЕРАЦИИ

How to get a job?

ГМУ18-1

Мамедли Эльтуран

Content

Your goal: Make a good impression on the employer

1. Identify your strengths;
2. Reveal your weaknesses;
3. To understand what a resume means;
4. To understand what to do during the interview?



Your resume should be listed:

1. Place of Birth;
2. Education (includes Schools, Universities and Colleges);
3. Internships;
4. Experiences;
5. Current situation(you should say some words about why you don't have place of work).





John Smith

199 Walnut St., Suite 6
Lockport, NY 14094



1983-03-23



888000111



john.smith@gmail.com

Languages

English



Vietnamese



Software skills

Word



Powerpoint



Personality

Communicative ✓

Punctuality ✓

Creativity ✓

Organized ✓

Profile

Detail-oriented individual with **five years** of management experience looking to secure an **Agile Project Manager** position with ABC Company.

Education

2012 - 2014
University of Cambridge, Cambridge, England
Business Marketing

2010 - 2012
English school in London
Language Course

Experience

01.2012 - 11.2015
ABC Company
Manager
Responsibilities: coordinated tracer activities; Conducted client assessments; Screened and trained new employees

04.2009 - 11.2011
XYZ Company
Junior Project Manager
Responsibilities: managing and leading the project team; recruiting project staff and consultants; developing and maintaining a detailed project plan

Skills

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills

Certification

- Certified managers by Institute of Certified professional managers
- The financial risk manager certification

Hobbies



SEO



Technology



Tennis

Personality

Positive

For example, you can say that you are communicative and organized.



Negative

For example, you can say that you are not stress-resistant and not multi-tasking.



Professional ambitions

- Tell me what you like to do in the future;
- Tell us about your views on life;
- Say a few words about your dream job.



Thank you for attention !