

# Job hunting instructions

{ By Anastasia Podobedova

# 1<sup>st</sup> step: choose sphere that you are professionally interested in



This is common problem and everyone faces it at some stage, but don't be afraid, because the way out is very close.

For example, you should contact any career counselor but its easier and quicker to find a special website, that can help you in test style.

I recommend you this website:

<http://www.idei-dlya-biznesa.ru/test2.php>

But in the internet there are a plenty of such test websites and you can find that one that you will appreciate more among others.

# 2<sup>nd</sup> step: finding free vacancies in the internet.

It's not a secret to anybody, that for certain country there are their own job hunting sites.

Following top 5 is relevant for Russian Federation.

My vacancy choice on "monster.com":



Foreign top 5:



Why is it so convenient?

- ✓ Option selection
- ✓ Quick results
- ✓ Online chat if you have some questions
- ✓ Visual information about vacancy

Communications and PR Manager - Music Industry - Sauce Recruitment  
Central London, London

Apply

Location  
Central London, London

Job type  
Full Time, Permanent

Salary  
32,000.00 - 35,000.00 £ per year

Posted  
4 Days ago

Industries  
Broadcasting, Music, and Film; Advertising and PR Services

Career level  
Experienced

Reference code  
23521

# 3<sup>rd</sup> step: writing CV

## My example of CV:

PODOBEDOVA ANASTASIA ALEXANDROVNA  
PODOBEDOVA@mail.ru, 674025375  
PUSHKINSKAYA STREET, MOSCOW

### PERSONAL PROFILE

I am a fourth year Advertisement and Public Relations student at the Moscow State Pedagogical University in Moscow. During all my learning path i developing an effective communication skills both written and verbal and good capabilities of managing pr programs, media interactions.

### EDUCATION

- 2017-present : Moscow State Pedagogical University
- 2015-2017: Gymnasium #1512
- 2006-2015: Gymnasium "Gamma" #1404

### WORK EXPERIENCE

- ✦ 2019-2020: Musical Public Relation Firm (PR assistant)

### ADDITIONAL SKILLS AND INTERESTS

- Excellent interpersonal and social skills in dealing with managements, clients and ad. agencies
- Good verbal and writing communication skills in English
- Reading books about PR and marketing
- Travel a lot
- Confident PC user

## What to Include in a Curriculum Vitae?

- Personal details and contact information
- Education and qualifications.
- Work experience/employment history.
- Skills

## Some advices for CV:

- ❖ Have Several Versions of Your CV
- ❖ Keep It Short
- ❖ Tell the Truth
- ❖ Don`t make messy paragraphs

## !!!ATTENTION!!!

A good CV should ideally cover no more than two pages and never more than three.



# 4<sup>th</sup> step: writing cover letter

Dear Mr/Mrs,

I have been looking out for the position of Public Relations Manager after my graduation. Recently, I came across a Commercial offer, for the post of Public Relations Manager at your organization. Therefore, I have applied for the post, which is available at "www.monster.co.uk". In addition, I have also attached my resume and additional credentials with this application for your analysis.

I will graduate from Moscow State Pedagogical University in 2022 and i will hold a Bachelors degree in advertising and public relations. Being a fresher to this field, I would request you to consider my application for the applied position. During my third year in university, I have successfully completed my internship at Musical Public Relation Firm. There I had assisted several PR specialists on exceptional broadcasting projects as well as in producing communication pieces. In addition, I have a great interest in creating and writing articles and brochures. Even, I am quite proficient in compiling budget estimates and provide oversight analysis for large scale projects. I am quite impressed by your work techniques and therefore, I would like to start my career under your guidance.

I believe that my educational credentials are appropriate to your requirements. I look forward to hear a positive word from your side. I wish to meet you in person and discuss regarding future job responsibilities. Please contact me on the phone number or email address as per your convenience.

Thank you for taking the time to read my letter and CV.

I look forward to hearing from you.

Yours sincerely,

Anastasia

☎ Phone number: 0478926728

✉ E-mail: [PODOBEDOVA@mail.ru](mailto:PODOBEDOVA@mail.ru)

Usefull tips for succesful cover letter:

- Use a powerful opening sentence
- Show them why you are interested
- Don't you dare lie - you'll get caught
- Don't forget to give thanks after the main part
- Add your contacts



# 5<sup>th</sup> step: job interview

Too many job seekers stumble through interviews as if the questions asked are coming out of left field. But many interview questions are to be expected. Study this list of popular and frequently asked interview questions and answers ahead of time so you'll be ready to answer them with confidence.

## Top 9 Job Interview Questions:

- Tell me about yourself
- Strength \ Weaknesses
- Why should we hire you?
- Why have you left your last job?
- How do you handle stress and pressure?
- Describe a difficult work situation or project and how you overcame it
- What are your goals for the future career in this company?

Here is my advices:

### NEW 10 tips for job interview NEW

- 💰 Prepare ahead of time
- 💰 Make a good first impression
- 💰 Emphasize your good qualities
- 💰 Don't be nervous
- 💰 Dress in the proper way
- 💰 Be ready for the typical questions
- 💰 Be confident (but not too confident)
- 💰 Be aware of your body language and make eye contact
- 💰 Be yourself
- 💰 Don't be late

## 6<sup>th</sup> step: after hiring

- Don't forget about your progress
- Try to develop yourself in professional way
- If your boss doesn't promote you to a higher position after year pf hard work – leave it.
- Don't compare yourself with anyone – be better than you were yesterday



The end

GOOD LUCK AND THANK YOU FOR YOUR  
ATTENTION!