

# **JOB HUNTING**

Instruction

# **A few points for finding a new job:**

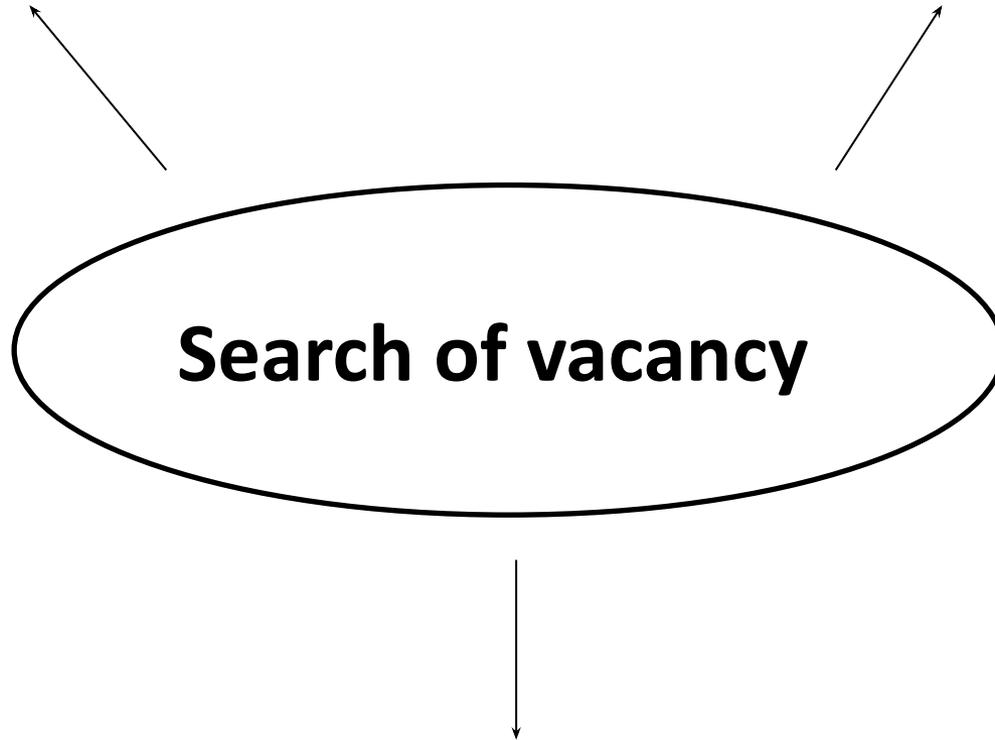
- Search of vacancy
- CV
- Cover Letter
- Interview

Surf the Internet

Ask for help from  
friends

**Search of vacancy**

Newspaper



# CV example

Gorobchnko Elizaveta Andreevna  
[lizagorobchenko@gmail.com](mailto:lizagorobchenko@gmail.com), 880177047  
JAN RAINIS STREET, MOSCOW

## PERSONAL PROFILE

I am a second year advertisement and public relations student at Moscow State Pedagogical University in Moscow. During my studying in university I am developing my skills in event sphere. I am extremely well organized and have strong administrative and leadership skills.

## EDUCATION

2017-present: Moscow State Pedagogical University

## WORK EXPERIENCE

2017-present: Event manager in Like center

## ADDITIONAL SKILLS AND INTERESTS

- Excellent communication and coordination skills
- Able to use social media tools
- Track record of managing fast paced events
- Strong interpersonal and decision-making skills
- Attention to detail and the ability to multitask
- Computer savvy.

# Cover letter example

Dear Mr/Mrs,

In response to your recent job advertisement in [www.indeed.co.uk](http://www.indeed.co.uk), I would like to offer my services for the position of Event Manager. Now I'm studying at MSPU (Institute of Journalism, Communications and Media Education). My knowledge, which I got in event courses and trainings combined with my hands-on experience and innate ability to organize and plan large-scale events makes me a strong candidate for this position.

I am well skilled in:

- Providing logistics support and create definite strategies for events
- Scheduling, buying and shipping materials for large and small events
- Maintaining the record of equipment and supplies
- Coordinating activities between different departments
- Documenting event deliverables and due dates.

If you require any further information, or would like to arrange an interview, please contact me at [lizagorobchenko@gmail.com](mailto:lizagorobchenko@gmail.com) or call me on 880177047.

I look forward to hearing from you as soon as you have an opportunity.

Yours faithfully,

Elizaveta Gorobchenko

# 10 COMMON JOB INTERVIEW QUESTIONS

1. Tell me about yourself.
2. Why should we hire you?
3. What is your greatest strength?
4. What is your greatest weakness?
5. Why are you leaving or why have you left your job?
6. What are your salary expectations?
7. Why do you want this job?
8. How do you handle stress and pressure?
9. What are your goals for the future?
10. Describe a difficult work situation or project and how you overcame it.

# TIPS FOR A JOB INTERVIEW

- 1) Bring a copy of your resume to every interview
- 2) Prepare for common interview questions
- 3) Research the company, and show what you know about it
- 4) Arrive 15 minutes early to an interview
- 5) Be prepared with examples of your work
- 6) Do not speak negatively about your previous employers and job
- 7) Send a personalized thank you letter after the interview
- 8) Respond truthfully to the questions asked
- 9) Keep your answers focused
- 10) Dress for interview success

Thank you for your attention!