

MOSCOW PEDAGOGICAL STATE UNIVERSITY

## My Job Hunting



Shorin D.A.  
master of 2 course  
44.04.01.

Moscow  
2017

## Here are a few steps that will help in finding a job

Searching for vacancies

Writing a CV

Writing a Cover Letter

Preparing yourself for interview

Successful employment

# Searching for vacancies

www.careersindesign.com Interior Designer Jobs - Recruitment & UK Vacancies | Careers in Design

## Interior Designers - London - negotiable (V03558)

[Less >>](#)

This Architectural and Interior Design Company has a strong reputation within the residential and property development marketplace and also have their own Interior Design showroom.

Two new opportunities have arisen within their busy design team for a Senior Interior Designer and for a Graduate Interior Designer. For both roles you will need your own transport to travel out to see clients and carry out site surveys.

### Responsibilities for the Senior role will include:

- Developing and managing private client interior design briefs
- Liaison with suppliers and the in-house Customer Service team
- Preparing client budgets and costings
- Attending client meetings, installations and managing the onsite fitting team
- Being a multi-faceted role, there will be a need to be able to build good relationships at all levels, internally and externally

### Responsibilities for the Junior role will include:

- Preparing presentations and mood boards including digital presentations for clients
- Attending client and site meetings
- Sourcing, preparing, designing and implementing schemes for private clients and showhome properties
- Preparing client budgets and costings
- Attending client installations and assisting the onsite fitting team
- Undertaking surveys and measurements as required

### On offer:

- Salary dependent upon experience - with end of year discretionary performance related bonus
- Staff discount scheme
- Company Pension
- 4 weeks paid holiday plus all public holidays

### Experience Required:

#### Senior Interior Designer:

You should come with a proven strong background of more than 10 years' experience in interior design for private residential, developers and show home clients. You will have led and managed successful projects and have also managed a team of junior designers. Furthermore, strong FF&E experience across a broad spectrum of price points is important along with strong spatial awareness skills and attention to detail. You should also have detailed knowledge of fabric and wallpaper companies and experience in designing, measuring and carrying out quotations and proposals. IT literacy should ideally include: Word, Excel, PowerPoint, Outlook, AutoCAD, SketchUp and Photoshop.

#### Junior Interior Designer:

The ideal candidate will have a minimum of an undergraduate degree in a creative field such as interior design or architectural interior design and some with experience already gained within their sector. You should be highly organised and coordinated with a great passion for elegant, high end design and for soft furnishings. Strong attention to detail, commitment and dedication is important. Excellent competency in AutoCAD, Photoshop, Google SketchUp, InDesign and Illustrator is asked for along with good numeracy in order to make accurate calculations.

If either of these sounds of interest please send in your CV and Portfolio to [recruit@careersindesign.com](mailto:recruit@careersindesign.com).



# Writing a CV



Dmitriy Shorin

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📍 Mytishchy, Russia

📱 Neshorin965

## 📄 Personal Information

I am 23 years old, was born and live in Mytishchi. Was educated as an automation engineer. I'm interested in computer technology, in particular I like to create computers for both games and professional tasks. I consider myself to be a responsible and executive person.

## 🎓 Education

Moscow State University of Civil Engineering (MGSU) Bachelor's Degree **Сен 2012 — Июль 2016**

Moscow State University of Education (MPSU) Master's Degree **Сен 2016 — наст. время**

## 📁 Work Experience

MPSU State project for the development of standard educational institutions **Сен 2016 — Дек 2016** Draftsman

GradPro **Июль 2017 — наст. время** Leading Specialist in the Department of Documentation

## ⚙️ Professional Skills

Mechanical Drawing ●●●●●○  
Modeling ●●●○●○  
Texturing ●●○●○●

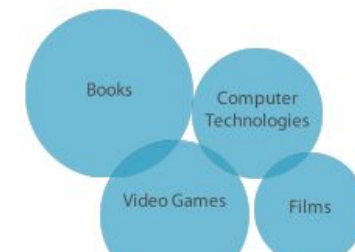
## ⚙️ Professional Programs

AutoCAD ●●●●●○  
Adobe Photoshop ●●●○●○  
Adobe Illustrator ●●○●○●  
Autodesk 3ds Max ●●●○●○

## 🗨️ Владение языками

English ●●●○●○  
French ●○●○●○

## 🎯 Hobbies



## Writing a Cover Letter

Dear Architectural and Interior Design Company

I would like to apply for a job for a designer. This vacancy I saw on the site a [www.careers-indesign.com](http://www.careers-indesign.com). I was interested in this vacancy and believe that I have the necessary experience for this work. I will tell you a little about myself. Born and raised in Mytischy. Finished gymnasium № 1, received a bachelor's degree in automation engineering. Currently receiving master's degree on a speciality design of educational environment. I know how to work in a team, hardworking, executive, responsible and able to work under deadline.

My contacts:

E-mail: [dimafloorist@gmail.com](mailto:dimafloorist@gmail.com)

Skype: Neshorin965

Phone number: 8-916-521-06-34

Waiting for your answer.

Sincerely,  
Shorin Dmitry.

# Preparing yourself for interview

1.) What attract you to our company?

2.) Why did you resign from last job?

3.) What do you expect from our company?

4.) Could you talk about yourself?

5.) Why should we hire you?

6.) What salary do you expect?

7.) What kind of work schedule do you prefer?

8.) Can you work in a team, or prefer a secluded workflow?

9.) Describe your strengths and weakness

10.) Can you work under deadline?

## Several tips for successfully completing the interview

### You should :

Know history of the company

Be officially dressed

Be self-confident

Be calm

Be polite

Be positive

### You should not :

Be late

Be rude

Be nervous

Make up to

Lie

Be distracted

**Thanks for watching !**