

How to find a job?

Prepared by MSPU IJMC student Karina Neupokoeva

The first step: make a choice

SuperJob



hh **ru**
HeadHunter

Telegram



The second step: vacancy

MAXIMUM is the leading educational company - leader in the creation and implementation of effective training programs for the examinations in the Russian market (the exam TOEFL, IELTS, GMAT and others). **MAXIMUM** actively promote at Russian market the innovation system of training based on our own developments and international standards. Our products, materials and technological educational platform in preparation for the exam and the OGE correspond to the best world standards.

MAXIMUM – the team's bold, active and enterprising. Founded by a group of like-minded professionals, the company with special attention and care applies to recruitment and is looking for employees with exceptional growth potential.

YOU:

Want it easy to combine work and study?

Smart and can explain even the most complicated things?

Passed the exam for a high score?

Want to work in a young talented team?

Answered "**Yes**" to all questions? Then we invite you for the position of **Lecturer in courses MAXIMUM!**

We offer:

- Convenient schedule
- High salary
- Work in an international company.
- **Flexible work schedule** that allows you to easily combine work with studies: the courses are held on **weekdays in the evenings and at weekends.**
- Continued professional support in the teaching process.

Want to be with us - rather send us your resume! Contact Helena Zubkova.

The third step: resume

Karina Neupokoeva

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Moscow, Russia

PERSONAL PROFILE

I am a second-year student of advertising and public relations at Moscow State Pedagogical University. During the training, I learned the basics of advertising and PR, working with Microsoft office programs, literary editing and management of advertising companies. I also do self-study computer programs, English and Slovak.

EDUCATION

2006-2017: School №2 Lytkarino

2017-present: Moscow State Pedagogical University

WORK EXPERIENCE

Sep.2017-Apr.2018: English teacher for children

SKILLS

Speaking skills

Microsoft office

Internet

SMM promotion

Writing texts and articles

English intermediate

Communication skills

The fourth step: write a cover letter

Cover Letter.

Dear Helena Zubkova,

I'm writing to you regarding your advertisement for an **Lecturer in courses MAXIMUM**, which I saw on HeadHunter. I would like to submit an application for the post. Please, find my CV attached.

I worked about 3 years as a lecturer. I believe that I meet all the requirements you outline in your advertisement:

I can work with absolutely any audience. My English level is upper-intermediate. I have an experience as a lecturer and presenter in different international companies.

If you require any other information or are interested in my person, please, call me 8(968)879-55-40 or neupokoewa.carina2010@gmail.com.

I will be glad to receive any feedback.

Your sincerely,
Karina Neupokoeva.

The fifth step:



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- GIVE 1 TO 2 MINUTE RESPONSES

The eighth tip: be yourself!

Be yourself or be a shark if yourself is a shark.



Thank you for your
attention!