

# Job hunting



Moskalenko Julia,  
2018

# Step 1 - CV

## MOSKALENKO JULIA



Address: Russia, Moscow district,  
Krasnogorsk, Lenina Street 55  
Phone: 8-906-780-60-65  
Email: yuly-moskalenk@yandex.ru

### PERSONAL INFORMATION

Date of birth: 05.04.1994

Marital Status: Not married

### EDUCATION

2018 – nowadays

Moscow Pedagogical State University

**Member of Master's degree program with specialization in The Art of printmaking in Art education.**

2012 – 2017 Moscow Pedagogical State University

**Bachelor's degree of Education in Art**

2009 – 2012 Krasnogorsk children's art school

### WORK EXPERIENCE

**2017 – nowadays**

Art teacher of 5 – 11<sup>th</sup> classes

Middle School №12, Krasnogorsk

- Teaching children color science, applications, academic drawing, thematic drawing, drawing from life, mixed techniques;
- Exhibitions of student's works;
- Teaching children Photoshop, Illustrator, CorelDraw and InDesign programs;
- Prepare report and performance cards of each student.

**September 2016 – December 2016 (educational practice)**

Art teacher of 5<sup>th</sup>, 6<sup>th</sup> classes

Gymnasium №1637, Moscow

**January 2016 – March 2016 (educational practice)**

Art teacher of 1<sup>th</sup>, 3<sup>th</sup>, 4<sup>th</sup>, 6<sup>th</sup> classes

Middle School №54, Moscow

### EXHIBITIONS

2018- Group Exhibition, Moscow Pedagogical State University

2016 - Exhibition of plein-air painting, The Moscow State Integrated Art and Historical Architectural and Natural Landscape Museum-Reserve Kolomenskoye

### ADDITIONAL SKILLS

Skills in Microsoft Office Suite Using Software for Design, Illustration (Photoshop, Illustrator, CorelDraw and InDesign); Level of English: Elementary

**INTERESTS:** photography, computer illustration;

# Step 2



## название вакансии

Ключевые слова или компания

art teacher



## местоположение

Город, регион или станция метро

coralina



Найти работу

**Разместить резюме** - это займет всего несколько минут

**Работодатели: Разместить вакансию** - Найдите вашего следующего сотрудника на Indeed

# Step 3 – Cover letter

## Art Teacher

Satyaa School Of Arts - New Delhi, Delhi

### Job Summary

Requirement for an Art Teacher for our institute.

Qualification – Masters in Fine Arts with proficient knowledge of Photoshop, Illustrator, Corel Draw and InDesign

Some Experience in Teaching high school and college going students

The candidate should have very good communication skills to interact with parents and students from English Medium schools

### Responsibilities and Duties

You will be required to do the following:

- Research on the internet the new innovative designs and art to incorporate the same into the class
- Speak/Communicate to students and parents about the art programs and student progress
- Design the art and design curriculum and program of delivery
- Prepare report and performance cards of each student
- **Assist in the art studio in teaching students fine arts**

### Required Experience, Skills and Qualifications

Qualification – Masters in Fine Arts with preferably proficient knowledge of Photoshop, Illustrator, Corel Draw and InDesign

Some Experience in Teaching high school and college going students is preferred. However, its open to freshers as well.

The candidate should have very good communication skills to interact with parents and students from English Medium schools

### Benefits

**A school for creators and dreamers.**

**Workdays- Mon-Fri**

**Work Timings - 10:00 A.m. - 6 : 00 P.m.**

**Sick and Casual Leaves**

**Salary as per discussion**

**Location- Dwarka Sector 7 (at prime location)**

*Collaborative culture- Together we achieve much more than we can ever individually!!\*\**

- **Growth: Every day we come to work to grow- as Individuals and Professionals**
- **Learning: The more we learn, the more skilled we become!!**
- **Goals: We set challenging, personal and professional, goals as we are Goal achievers!!**

Job Type: Full-time

Experience:

- work: 1 year (Preferred)

Education:

- Bachelor's (Required)

Language:

- English (Required)

Moskalenko Julia

Russia, Moscow

8-906-780-60-65

yuly-moskalenk@yandex.ru

23.09.2018

Dear Satyaa School Of Arts,

I'm writing to you regarding your vacancy for a art teacher, posted on

<https://www.indeed.com>. I would like to become a part of your team. Please find my CV and portfolio attached.

I have a Bachelor's degree of Education in Art from Moscow Pedagogical State University, and at the moment I am member of Master's degree program with specialization in The Art of printmaking in Art education.

\*I have a teaching experience in the middle school and in the upper school.

\*I'm proficient in Adobe Illustrator, Photoshop, and InDesign. I am experienced in many areas of fine arts: the skills of teaching mixed techniques of drawing, painting, illustration and calligraphy, design. I am engaged in layout more than 5 years, including magazine.

\*I can work with ready-made programs for schools. Also I have my original programs in visual art and video lessons on work in the programs Photoshop and Illustrator for beginners and advanced. I like to look for new methods, analyze them and include them in working with children.

\*I have very good communication skills to interact with parents and students.

If you need some extra information, or would like to arrange an interview, please call me on 8-906-780-60-65 or email me at yuly-moskalenk@yandex.ru.

Thank you for your time and consideration. I look forward to hearing from you at your earliest convenience.

Sincerely,

Moskalenko Julia





# Step 4 – Preparing for an interview

- 1) How should I behave on interview?**
- 2) How should I answer questions on interview?**



# Advices



- Do not be late for an interview;
- To be presentable;
- Try to smile and show confidence;
- Be polite, listen carefully, and speak clearly;
- Ask questions and show interest in the job.



- Be arrogant and aggressive;
- Use slang, jargon and crutch words;
- Give only 'yes' or 'no' answers;
- To tell about personal problems;
- To tell lie.

# 7 questions

## **1) Tell me a little about yourself**

I love painting since childhood. But it was not enough for me to just draw, I want to share my knowledge and experience with others, so it's natural that I became teacher. I have a Bachelor's degree of Education in Art from Moscow Pedagogical State University, and at the moment I am member of Master's degree program with specialization in The Art of printmaking in Art education. I have experience of teaching fine arts in secondary school. Now I want to grow up as a professional and ready to the new challenges.

# 7 questions

## **2) Where do you want to be five years from now?**

After 5 years, I would like to improve their skills and increase the work experience. I plan my some own exhibitions and sell my paintings.



# 7 questions

## **3) What are your strengths & weaknesses?**

I'm a good speaker and even a better listener — that's why I've always been able to get along with different types of people.

I'm very flexible and adaptable to new situations. Regardless of the situation, I have the ability to adapt and work under any circumstances.

I'm ambitious. I want to improve myself and grow.

I admit being a bit of a perfectionist. I am slower with various documents sometimes because I really want to do all right.

# 7 questions

## **4)What is your leadership style?**

I am a very demanding, but fair teacher. I always want my students not to be lazy and do quality work. I try not to interfere in the workflow when children draw, only comment show how to w to do it right. I believe that the result is an indicator of my work.

# 7 questions

**5) Tell me about a time you dealt with a challenging situation on the work?**

Once the school management instructed me to conduct a master class for everyone. Children came spontaneously all the time. And in this situation I had to explain each time anew.

I coped with the challenge and the parents of the students were happy.

# 7 questions

## **6) Why do you want this job?**

I read a lot about your company. Your school is very big and has a big educational potential. And technical possibilities are also important – it is easier to teach, when you can use different tools. I think this job offers more opportunities and it's also well-paid.

# 7 questions

## **7) Why should we hire you?**

You should hire me because I'm the best person for the job. I have the qualifications Art Teacher you need and have the specific skills you are looking for (proficient in Adobe Illustrator, Photoshop, and InDesign/ experienced in many areas of fine arts: the skills of teaching mixed techniques of drawing, painting, illustration and calligraphy, design. I am engaged in layout more than 5 years, including magazine). I know I have limited experience in this field, but what I lack in specific experience I make up for in enthusiasm and desire to excel. I'm a fast learner and I'll work harder than anyone else to be a top producer on your team.