

# JOB HUNTING INSTRUCTIONS



Made by Maria Votintseva

# Step 1: Figure out in what area do you want to work

- Special web-sites will help you
- I recommend these:
  - 1) <https://jobs.theguardian.com/>
  - 2) <https://ru.indeed.com/>



## Step 2: Make sure that the vacancy you found is really what you need

- Find pros and cons
- Pay attention to the salary
- Is the company reliable?



# Vacancy example

## Marketing Manager - International Clients & Markets



<b>Recruiter</b>	PwC
<b>Location</b>	London (Greater)
<b>Salary</b>	Competitive
<b>Posted</b>	28 Nov 2018
<b>Closing date</b>	28 Dec 2018
<b>Industry</b>	Finance & accounting, Financial services, Marketing & PR, Communications, Digital marketing, Market research, PR, Recruitment, Business development
<b>Job function</b>	Marketing & PR
<b>Job level</b>	Management
<b>Hours</b>	Full time
<b>Contract</b>	Permanent
<b>Listing type</b>	Job vacancy

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Visit website →

### About the role

Sales and Marketing is a centralised support function and covers all aspects of professional services marketing, sales support and business development. The prime area of focus for the function is to support the development and implementation of the firm's market strategy and in particular to ensure:

- We innovate every day
- We are inclusive by default
- We deliver commercial impact with purpose
- We tell stories that inspire

We are looking for a Marketing Manager to join the Marketing and Brand team to support and activate the marketing strategy to target companies headquartered outside the UK, but which are planning to develop operations or business in the UK market.

Our Marketing and Brand team work across all aspects of our business covering Lines of Service, Industries, Regions and One Firm, supporting the growth priorities of the firm. We also have a Marketing Centre of Excellence where we have expertise across Campaigns, Digital Marketing and Content and Thought Leadership.

The role will report into Marketing and will be line managed by the Inbound Sales & Marketing Lead. They will also need to work closely with the Regions Head of Marketing and collaborate with the Business Partners and lead for the Inbounds market.

You will be responsible for delivering, tracking and measuring integrated marketing campaigns, programmes and activity specifically targeting companies located in overseas markets such as the US and India.



# Step 3: Write a CV



Мария Вотинцева

👉 CV 👈

VOTINTSEVA MARIA ANDREEVNA  
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+7 (968) 324 83 81  
34 TASHKENTSKAYA STREET, MOSCOW

## 📄 PERSONAL PROFILE:

I am a second year Advertisement and Public Relations student at the Moscow State Pedagogical University. I have great verbal and written communication skills. Moreover, I have great drawing skills because I graduated from the School of Art. I'm very responsible and reliable person so you can always count on.

## 📄 EDUCATION:

- September 2017 – Present: Moscow State Pedagogical University (Institute of Journalism, Communications and Media Education);
- 2016-2017: English courses
- 2012-2016: The School of Art
- 2006-2017: School №16;

## 📄 WORK EXPERIENCE:

- Summer 2018: PR-manager at ЮНИУМ

## 📄 ADDITIONAL SKILLS AND INTERESTS:

- Professional drawing skills
- Photoshop skills
- Advanced level of Russian language
- Beginner level of Ukrainian language
- MS office skills (Word, PowerPoint, Excel etc)
- Cheer-dancing skills

- Tell about your education, work experience and other skills you have
- Don't lie! Be truthfull
- Don't make it too long or to short

# Step 4: Write a Cover Letter

- The cover letter is a tool to help introduce yourself in a memorable, personal way during a job application.
- A well-crafted cover letter goes over information on your resume and expands this information for the reader, taking them on a guided journey of some of your greatest career and life achievements.



Мария Вотинцева

✍️ COVER LETTER ✍️

Dear Mr/Mrs,

I'm writing to apply for the position of Communications Manager (Education and Admissions) for University of Oxford. I saw it on <https://jobs.theguardian.com/> . I would like to submit an application. You can find my CV attached below.

I am studying at Moscow Pedagogical State University (MPSU) on the second course at the Institute of Journalism, Communications and Media Education.

I have all of the skills that you require. You can always count on me because I am extremely well-organized. I have both communication verbal and written skills developed on a great level. Also I am a creative person so I will be able to find entertaining ways to tell the target audience any information you ask me to. What is important, this summer I had a practice at studying centre called ЮНИУМ and that is why this area is quite familiar to me.

Also I know a lot about University of Oxford and its products so It would be honor to me to present it and be a part of that system.

If you require any further information, or would like to arrange an interview, please contact me at [retrospeeccion@gmail.com](mailto:retrospeeccion@gmail.com) or call me on +7 (968) 324 83 81. I'm looking forward to hearing from you as soon as you have an opportunity.

Yours faithfully,

Votintseva Maria

# Step 5: Job interview





# My tips for the Job interview

## 1) ARRIVE 15 TO 30 MINUTES EARLY

Punctuality is the main clue about attitude and behaviour. Tardiness, no matter the excuse, is a major blunder. Research in advance what your parking options are and allow plenty of time.

## 2) EXHIBIT ENTHUSIASM

First impressions, positive or negative, dramatically affect the ultimate evaluation. You can make or break an job interview within the first five minutes.

## 3) BE SELF-CONFIDENT

High self-esteem and self-confidence are the hallmarks of the successful individual. With confidence, be able to demonstrate how you have overcome obstacles. There's nothing wrong with feeling good about yourself.

## 4) COME PREPARED FOR KEY QUESTIONS

Practice your responses to all the typical questions, such as "tell me about yourself" and "why are you looking for a new position?" How well you speak will have a bigger impact than what you say.

## 5) RESEARCH THE COMPANY

Find out as much as you can about the company through annual reports, newspapers, social networks etc.

## 6) APPEAR FRIENDLY AND OUTGOING

Smile and say hello to everyone. A positive reaction from the support staff is an important factor in the evaluation.

## 7) GIVE 1 TO 2 MINUTE RESPONSES

Communication is the key to successful interviewing. A minimum of one to two minutes of well-prepared discussion gives the interviewer insight into your intellect and supports your contentions.





# 10 common Job interview questions

- 1) Why do you want this job?
- 2) Why should we hire you?
- 3) What's your dream job?
- 4) What are you looking for in a new position?
- 5) What type of work environment do you prefer?
- 6) What do you know about the company?
- 7) How did you hear about the position?
- 8) Can you tell me a little about yourself?
- 9) How would your ex boss and co-workers describe you?
- 10) How do you deal with pressure or stressful situations?

# Answers to these questions

- 1) Identify a couple of key factors that make the role a great fit for you (e.g., “I love customer support because I love the constant human interaction and the satisfaction that comes from helping someone solve a problem”), then share why you love the company (e.g., “I’ve always been passionate about education, and I think you guys are doing great things, so I want to be a part of it”)
- 2) Your job here is to craft an answer that covers three things: that you can not only do the work, you can deliver great results; that you'll really fit in with the team and culture; and that you'd be a better hire than any of the other candidates.
- 3) Along similar lines, the interviewer wants to uncover whether this position is really in line with your ultimate career goals. While “an NBA star” might get you a few laughs, a better bet is to talk about your goals and ambitions—and why this job will get you closer to them.
- 4) Hint: Ideally the same things that this position has to offer. Be specific.
- 5) Hint: Ideally one that's similar to the environment of the company you're applying to. Be specific.

# Answers to these questions

- 6) Any candidate can read and regurgitate the company's "About" page. Start with one line that shows you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal. Say, "I'm personally drawn to this mission because..." or "I really believe in this approach because..." and share a personal example or two.
- 7) For example, if you found out about the gig through a friend or professional contact, name drop that person, then share why you were so excited about it. If you discovered the company through an event or article, share that. Even if you found the listing through a random job board, share what, specifically, caught your eye about the role.
- 8) This question seems simple, so many people fail to prepare for it, but it's crucial. Here's the deal: Don't give your complete employment (or personal) history. Instead give a pitch—one that's concise and compelling and that shows exactly why you're the right fit for the job. Start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap up talking about how that prior experience has positioned you for this specific role.
- 9) First of all, be honest (remember, if you get this job, the hiring manager will be calling your former bosses and co-workers!). Then, try to pull out strengths and traits you haven't discussed in other aspects of the interview, such as your strong work ethic or your willingness to pitch in on other projects when needed.
- 10) Choose an answer that shows that you can meet a stressful situation head-on in a productive, positive manner and let nothing stop you from accomplishing your goals. A great approach is to talk through your go-to stress-reduction tactics (making the world's greatest to-do list, stopping to take 10 deep breaths), and then share an example of a stressful situation you navigated with ease.

Good luck!

