

JOB HUNTING

Instructions



Your first step. FIGURE OUT IN WHAT AREA DO YOU WANT TO WORK?

- There is plenty of vacancies so you will exactly find at least one.
- Check different websites
- I can recommend you this one:
- <https://indeed.com>



Step 2. READ ABOUT IT

- You have found the job of your dream, now you should read about this vacancy to make sure that it is what you really want.



The screenshot shows a web browser address bar with the URL www.indeed.com/m/viewjob?jk=9. Below the address bar is the Indeed logo and a 'Home' button. The job title is 'Kiehl's Since 1851 - Coordinator - Public Relations'. The employer is 'L'Oreal USA' with a 4.5-star rating and 247 reviews. The location is 'New York, NY 10014'. There are two tabs: 'Job' (selected) and 'Snapshot'. The 'Job' tab shows the following details: Job Title: Coordinator, Public Relations/Integrated Communications; Division: Kiehl's Since 1851; Supervisor Title: Director, Integrated Communications; Location: New York City (435 Hudson St); FLSA: Non-Exempt. Below this is a 'Job Summary' section and a large blue 'Apply Now' button.

www.indeed.com/m/viewjob?jk=9

indeed Home

**Kiehl's Since 1851 -
Coordinator - Public Relations**

L'Oreal USA ★★★★★ 247 reviews
New York, NY 10014

Job Snapshot

Job Title: Coordinator, Public Relations/Integrated Communications
Division: Kiehl's Since 1851
Supervisor Title: Director, Integrated Communications
Location: New York City (435 Hudson St)
FLSA: Non-Exempt

Job Summary:

Apply Now



Step 3. WRITE A CV

- You can find a lot of examples of it on different websites
- These are my 2 recommendation for you:
- 1. Be truthful!
- 2. Don't make it too big.

- In CV you should tell about your education, work experience and other skills.

My CV →

KIRYUSHINA POLINA ALEKSEEVNA
polina-kiryushina@mail.ru, 88895421
ALTAYSKAYA 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 flawless written and verbal communication skills. I am extremely well organized and have strong administrative and leadership skills.

EDUCATION

📌 2017-present : Moscow State Pedagogical University

📌 2006-2017: Gymnasium #368

WORK EXPERIENCE

📌 2016: Practice on the post of PR practitioner

ADDITIONAL SKILLS AND INTERESTS

📌 Photographer

📌 Advanced PC user

📌 Great writing and verbal communication skills

📌 Learn cultures of different countries during travelling

📌 Volunteering



Step 4. WRITE A COVER LETTER

This is an article about writing a perfect cover letter.

It is not so hard to write it! Just follow this rules!

<https://www.themuse.com/advice/how-to-write-a-cover-letter-31-tips-you-need-to-know>

My cover letter →

Dear Mr/Mrs,

I would like to apply for the position of event manager. I saw it on <https://indeed.com/?r=us>. I would like to submit an application for the post. You can find my CV below.

I am a second year student studying advertisement and public relations in Moscow State Pedagogical University so I think I am kind of person you are looking for. Also I always visit different trainings to keep up to date.

I have all skills that you require. You can be sure that I am extremely well organized. It is comfortable for me to work in a team, I have a lot of event organizing experience at school doing some projects. I have excellent communication skills, because I like photography and do different photoshoots on which I work with a lot of people.

If you require any further information or would like to arrange an interview, please email and contact me at polina-kiryushina@mail.ru or call me on 88895421.

I look forward to hearing from you as soon as you can.

Your sincerely,

Kiryushina Polna



Step 5. JOB INTERVIEW

- My tips for you:
 - 1. Review Common Interview Questions and Prepare Your Responses.
 - 2. Arrive on Time, Relaxed and Prepared for the Interview.
 - 3. Remember the Importance of Body Language.
 - 4. Ask Insightful Questions.
 - 5. Thank Interviewer(s) in Person, by Email, or Postal Mail



COMMON JOB INTERVIEW QUESTIONS

- Tell me about yourself.
- What makes you a good fit for our company?
- What is your greatest weakness?
- Why are you leaving or have left your job?
- What about your education?
- Where do you see yourself 5 years from now?
- How do you handle stress and pressure?
- Do you have any questions for me?



ANSWERS

Being a volunteer, I have an experience on such big event as FIFA World Cup 2018, I was organizing big group of people, communicate a lot and every day work in pair with different people.

I am sure that my strength is to take initiative – to do something without having to be told to do it. When I work, I always take initiative. It is a very important quality for this vacancy.

In some situations I can work slower just because I am trying to do my best and make everything perfect.

I feel I wasn't able to show my talents.

2017-present : Moscow State Pedagogical University

2006-2017: Gymnasium #368

I want to improve my skills.

In my opinion pressure is important in some situations, for example when you need more motivation. But sometimes it can cause a stress, but I am very stress-resistant person.

Do you have any examples of projects that I would be working on if I were to be offered the job? What is the typical day for this position?



Thank you for your attention!

