

# «How to get a job?»



Guide by Surov Ilya

# Step 1. Find a vacancy.

## Graphic Designer

FULL-TIME

New Canaan, CT Non-profit

Posted Sep 18 – Accepting applications

Role: Graphic Designer

Status: Full Time, Exempt

Reports to: Director of Communications & Marketing

### The Role

Grace Farms Foundation has a compelling brand born out of our place and our mission and as our work has evolved and grown, we need a Graphic Designer to support the team. You will contribute to our internal and external visual communications through cross-media design, doing so with an eye for brand consistency. The Communications and Marketing team supports the work of our five programming initiatives as well as our public space making this a compelling role for designers who wish to work with a burgeoning brand in an architecturally inspiring space with a not-for-profit mission.

### The Day-to-Day

Each day will find you collaborating with our team preparing design concepts and layouts for the Foundation's multi-channel visual communications. This will include: print collateral for daily operations, site specific design, retail items, PowerPoint presentations, event-related collateral, interior and exterior displays, graphics for social media posts, graphics for e-newsletters, and any future communications channels that creatively support our brand and mission awareness.

Ideal candidates will enjoy an opportunity to create simple and effective design solutions to

GRACE FARMS FOUNDATION



APPLY TO THIS JOB

DESIGN & USER EXPERIENCE

Resource Partner



Top candidates use InVision for prototyping and design collaboration

# Step 2. Make CV

## WORK EXPERIENCE

Experience of pedagogical work in school number 10 in the city of Mytishi Moscow district (2017-2018)

Work in the service sector in the McDonald's fast food chain (2016-2017)

Work as an illustrator in a print publishing house «В ружейном переулке» (2012-2013)

## ADDITIONAL SKILLS AND INTERESTS

Ability to work in many types of decorative activities (painting on wood, fabric, ceramics, making sculptures, decorating).

Creating and painted plastic and metal miniatures.

Have experience in creating computer animation.

I speak Russian, German and English.

Great experience in working with computer equipment and software.

I am an excellent cook and I will be able to please our friendly team with various delicious dishes on corporate parties.

## PERSONAL PROFILE

Surov Ilya

Russia, Moscow district, Sergiev-Posad, the Red Army prospect 16

EMAIL ADDRESS [llaj\\_222@mail.ru](mailto:llaj_222@mail.ru)

You can contact me by phone number 8-913-41-22-00, or by email [llaj\\_222@mail.ru](mailto:llaj_222@mail.ru), or in social networks <https://vk.com/id245301684> and <https://www.pixiv.net/member.php?id=8188987>.

I have a contact person, easy to get along with people. I know two languages, apart from the native. I speak German fluently, and not bad in English. I am well versed in the history and history of world art. Also I'm good at applied art, such as graphics, painting, book illustration. I have the skills to work with images in programs like Adbe Photoshop and Illustrator, Coral Draw You can see my work at <https://www.pixiv.net/member.php?id=8188987>.

?id=8188987.

## EDUCATION

2018 – present. Moscow State Pedagogical University

Education printing business

Master of Arts

In 2015-2018, I was trained in Regional State University.

Skills in working with computer art programs

Skills book illustrations, graphics, painting, applied art crafts.

Teacher education and experience in teaching practice Bachelor of Arts

Preparatory courses at the Institute of Printed Graphic Arts named after Fedorov

# Step 3. Make Cover letter

Surov Ilja  
Russia, Moscow  
8-916-073-70-40  
[Ilja\\_222@mail.ru](mailto:Ilja_222@mail.ru)

Dear DAI company

My name is Ilja. I'm writing to you regarding your vacancy for Graphic Designer posted on <https://authenticjobs.com>. I would like to become a part of your great team. Please find my CV and portfolio attached.

I'm from Russia and Russian is my native language, but I speak Deutch fluently, also speak good English. I would be extremely glad to work with such famous and authority company like yours. I consider your work to be excellent, and the company Bethesda has long established itself as one of the best.

I am a good worker in the field of creating author's illustrations and working in the Adobe Photoshop environment, and other illustrative programs. I believe that I'm the right person for your position.

My skills.

Good at team work.

Professionally works in Adobe programs, it is confirmed by my works attached to this letter

Graduated The Moscow Regional State University in Moscow in 2018 (holds a Bachelor of Arts degree)

If you need some extra information, or would like to arrange an interview, please write email me at

[Ilja\\_222@mail.ru](mailto:Ilja_222@mail.ru)

Thank you for your time and consideration. Looking forward to hearing from you.

Sincerely,  
Surov Ilja

# Step 4. Make your own portfolio

Слайды Структура

1 Creative portfolio Суворов Илья

2 Watercolor

3


4 Oil painting

5

6

*Creative portfolio*

*Суворов Илья*



# Step 5. Read job interview tips

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Get enough sleep

keep a positive attitude

look presentable

feel free to ask questions

have eye contact

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do not be nervous

do not use too many decorations

don't talk about your problems

don't complain

don't lie too clearly

# Step 6. Rehearse questions for job interview

1. What is your name?
2. Where are you from?
3. Your phone number?
4. Your email?
5. Tell me about yourself.
6. What are your strengths?
7. What are your weaknesses?
8. Why do you want this job?
9. Why do you want to work in this company?
10. Why should we hire you?
11. What is your education?
12. What kind of specialization?
13. Do you continue your education?
14. Do you work now?
15. What was your past job?
16. Why did you leave your past job?
17. Do you prefer to work in the workplace or at home?
18. What were your responsibilities?
19. Why are you interested in our work?
20. What salary do you expect?
21. Do you prefer to work alone or on a team?
22. What would be your ideal working environment?
23. What are your long-range goals?
24. How long would you stay with us?
25. What do you look for in a job?



# Afterword



Do not be afraid of failures. You probably will not be taken at the first interview. And the second is likely too. Do not take the employer's refusal as a personal wound. Take it easy. The work of a lifetime will surely find you)