

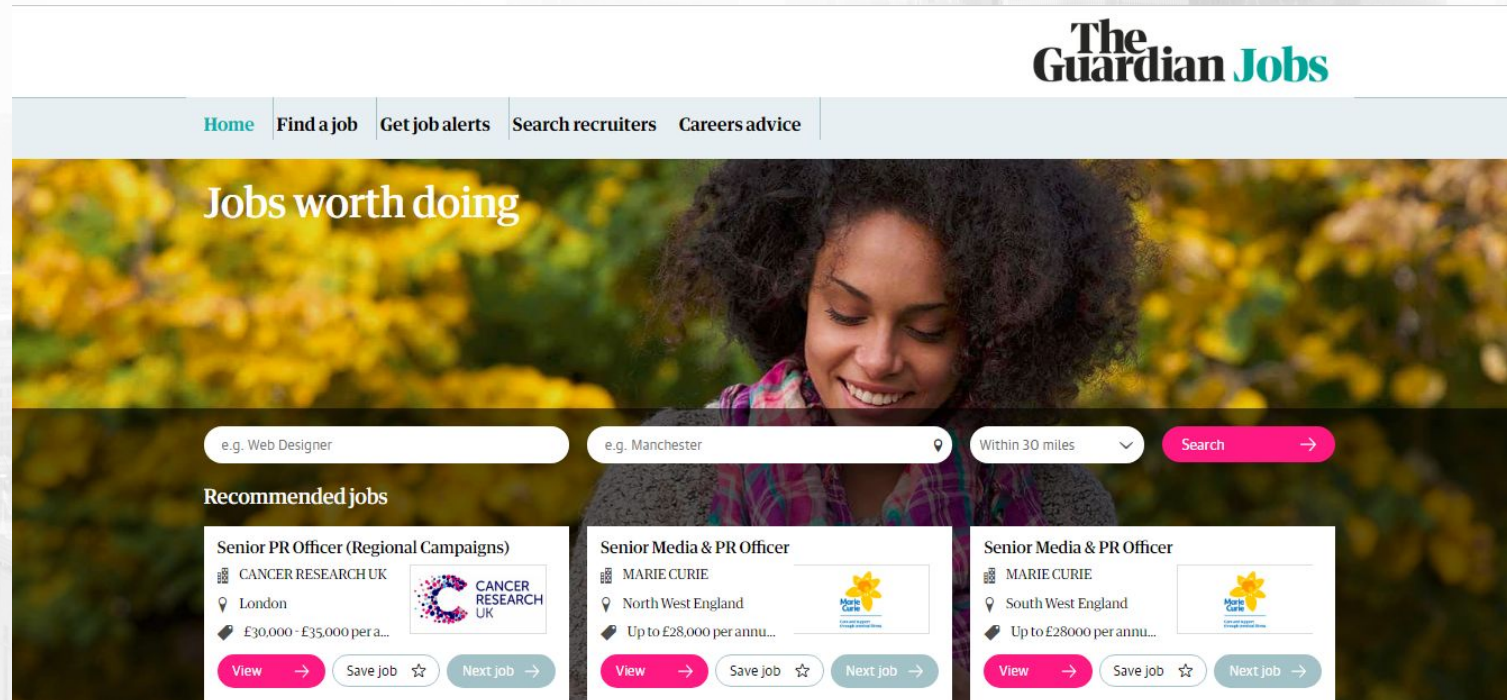
How to find a job?

Golikov Konstantin



Step 1

Firstly, if you want to find a job you need to find a vacancy announcement with desired job. Nowadays, you can find it in the Internet i.e. at the www.theguardian.com. You need to watch through 2 or 3 websites.



Step 2

When you found a vacancy, carefully read all job requirements. If you are satisfied, you can go to the next step: writing of cover letter and CV.

Outdoor Arts UK

Recruiter	OUTDOOR ARTS UK
Location	London (Central), London (Greater)
Salary	£15,600 / three days per week (£26,000 pro rata)
Posted	20 Sep 2018
Closing date	19 Oct 2018
Industry	Arts & heritage, Events, Festival, Press, publicity & PR, Marketing & PR, Communications, Digital marketing, PR, Social media, Media, Digital media
Job function	Marketing & PR
Job level	Management
Hours	Part time
Contract	Permanent
Listing type	Job vacancy

Step 3

Remember, CV is indispensable step, because without it employer even would not consider your application. Write about your education, previous work experience and emphasize your advantages. Also, you can mention your achievements. And it is critical! Don't forget to write your contact information.

CV

GOLIKOV KONSTANTIN ANTONOVICH

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PUSHKIN STREET, KOLOTUSHKIN'S HOUSE

PERSONAL PROFILE

I am in second year of Moscow State Pedagogical University at the faculty of Advertisement and Public Relations. During studying I obtained presentation and communication skills. I very trainable, reliable and easy-going person. Moreover, I can work well in team.

EDUCATION

September 2017 – Present Moscow State Pedagogical University (Institute of Journalism, Communications and Media Education)

2006-2017 School #1208 with in-depth study of English language

2013-2015 English language courses in Higher School of Economics

WORK EXPERIENCE

Interpreter in Century 21 Russia

ADDITIONAL SKILLS

Photoshop and Sony Vegas Pro Skill

Basis level of French

Step 4

After CV, add a cover letter in order to stand out yourself among other applicants and draw employer's attention. State the reason why you writing. Give more detailed information about you work experience, your skill and character, explain why you need this job and try not to lie.

Dear Mr. /Mrs.,

I am writing you regarding your advertisement for a communication manager, which I found at www.theguardianjobs.com. I would like to submit an application. My CV attached below.

I have been looking for a part time job, which I can combine, with my education process. I decided to stop on the position of communication manager. I hope, that I will meet all requirement described by you in advertisement. At this moment, I am studying in MPSU (faculty of Journalism, Communications and Media Education).

I possess all needed skills: feel myself very free in the Internet, to look for updated | content in social media and websites. Rather proficient in Microsoft Word and Power Point in order to develop necessary content. In addition to this, I like to communicate with people and can find common language with them, that's why, I guess, I can communicate with members of your organization and represent it on different events.

Moreover, due to specialization of my education, I hope that I can continue to work in your organization on full-time basis after my graduating in 2022.

If you require any additional information or would like set a date of an interview, please contact me at golikov.konstantin@gmail.com or call me on 880055355. I look forward to hear from you. Thanks in advance.

Best regards,

Golikov Konstantin

Step 5

If employer liked CV and cover letter, he will arrange an interview.

Some tips, that will help you to reach success on the interview.

1. As mentioned in previous step, don't lie.
2. Don't late. Arrive 10-15 minutes earlier.
3. Be prepared to answer common interview questions.
4. Don't comment about your previous job in negative context.
5. Remember about dress code.
6. And of course, don't worry and be confident.

**Wish you a great success in
search of employment!**