

JOB HUNTING PROCEDURE

ELENA ALEKSANDROVA



If you are new to job hunting, this guide will help you through the process of looking for work and applying for jobs



Step 1: Find out about jobs



Step 2: Write or update your CV



Step 3: Write a cover letter and apply for suitable jobs



Step 4: Prepare for job interview



Step 5: Advices for the interview



Step 6: Get a job offer



Use a variety of search methods to find more job vacancies (links to vacancies and recruitment agencies)

3D Designer
Colloco Search Ltd - London
£30,000 - £35,000 a year

Our client is a genuinely integrated agency in London, seeking a 3D Designer to join their growing team. It's an ideal role opportunity if you fancy moving to an agency with a more varied client mix, ranging from Oil and Gas, Airlines, Shipping, Tech and Automotive, the list goes on. This is a great opportunity for someone who likes variation and working in a close-knit team.

Required Skills:

- You will have some experience working in an agency, as competing for design work.
- You will be confident using 3DS Max or similar software and presentation skills, as you will be proposing to clients, you will also be articulate.
- Experience and knowledge of building physical environments.
- Up to date with HSSE and DDA.
- Budgeting skills using Excel, Merlin or other budgeting software.
- Attention to detail and creative!
- Project Management skills.
- Experience working with blue-chip clients from a variety of sectors.
- You will also have experience working in events and exhibitions.

About you:

- You will have experience working within an agency environment, with a strong creative and design background and client and supplier relationships.
- Integrated experience in marketing and advertising or events and exhibitions.
- You will also be a proactive team worker with management skills.
- Keen learner.

We're excited about this agency and hope you will be too.

If you're interested please email me, Kaldora at Colloco Search, as soon as possible - our client wishes to progress to interview stage quickly. Many thanks.
Jobsite UK - 13 days ago

[View Job](#)

Other jobs you may like

- [3D Exhibitions Designer- Agency](#)
Colloco Search Ltd - London
11 days ago
- [3D Exhibition Designer](#)
Ecom Recruitment - London
5 days ago
- [3D Exhibition Designer](#)
IQ Executive - London
5 days ago

3D Exhibitions Designer- Agency
Colloco Search Ltd - London
£28,000 - £35,000 a year

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Jobsite UK - 12 days ago

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View Indeed in: [Mobile](#) - [Classic](#)



Use your research to make a list of the skills you have that match the job requirements

Aleksandrova Elena



Personal information

Address: 9 Kosmonavtov Street, apt. 826, Moscow, 129301, Russia
Telephone: mobile: +7-909-699-94-20
Email: introvert14@mail.ru
Date of birth: 14th April 1993
Nationality: Russian
Marital status: single

Objective

I am seeking a position with a company in the sphere of photography or 3D modeling where I can use my abilities.

Education

Moscow State Pedagogical University, Institute of Arts, Bachelor's degree in Fine arts (2011-2016)
Moscow State Pedagogical University, Institute of Arts, Master's degree in Design of educational environment (2016-2018)

Work experience

IE Krygina Elena Aleksandrovna, 2016-2017

Moscow, Russia

Project Specialist

- Decorating and creative design of the packaging of products
- Acceptance and registration of goods
- Assignment of duties to production assistants

Master Znak, 2013

Moscow, Russia

Assistant of silk-screen printer

- Preparing of goods for printing
- Monitoring the quality of implementation
- Printing on souvenir products

Personal qualities

- Initiative
- Responsible
- Punctual
- Purposeful
- The desire to learn and develop in various fields

Special skills

- Native Russian
- Intermediate English
- Software (MS Office, Adobe Photoshop/Illustrator/Lightroom, 3Ds Max)
- Hobbies: drawing, photography (Nikon D3400), embroidery.



Use templates to help you write your cover letter

Dear Colloco Search Ltd,

I am writing to apply for the 3D designer position advertised on the website Indeed. As requested, I am enclosing my resume.

The opportunity presented in this listing is very interesting, and I believe that my experience in 3D modeling and design education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I am attentive to detail and creative;
- I am confident using 3DS Max and similar software;
- I have experience working in projects and presentation skills.

Please see my resume for additional information on my experience.

I can be reached anytime via email at introvert14@mail.ru or my cell phone 89096999420.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,
Elena Aleksandrova



Think about what kind of questions an employer might ask you

Why do you want this job?

Please describe your work experience.

What are your strengths?

Why did you choose this field?

What do you like to do in your spare time / free time?

Are you looking for full- or part-time work?

What are your plans for the future?

Why should we hire you?

Tell me about your educational background.

How soon can you start work?



Attend job interviews

You should:

- Find information about company which position you apply;
- Be ready for interview questions;
- Be positive;
- Plan how to get the interview place;
- Dress professionally.

You should not:

- Be nervous;
- Be late;
- Look untidy;
- Lie about yourself on the interview;
- Say that this is your last chance.



No matter how hard you try, it is likely that not every application will gain you a job interview.

- If you are offered a job, your employer will usually make a verbal offer first. They will then send you an employment agreement, which will outline the details of your employment.
- Before you sign an employment agreement, look over the details, and get advice if you need it.