## 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



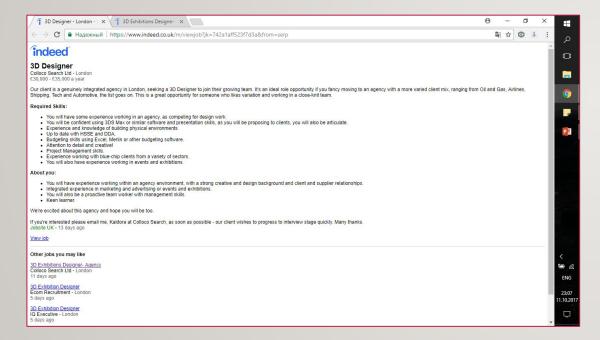
Step 5: Advices for the interview

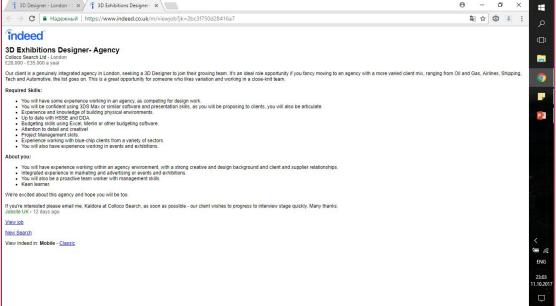


Step 6: Get a job offer



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







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

#### Aleksandrova Elena



#### Personal information

Marital status: single

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

#### 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 introvert 14@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 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.