



JOB HUNTING

ALINA KIRSANOVA

STEP 1: SEARCHING FOR A JOB VACANCY



VACANCY EXAMPLE

Merchandising/Creative Review Coordinator

Apply Now

Apply Later

Job ID: 595107BR

Location: New York, New York, United States

Business: Marvel Entertainment

Date posted: Sep. 17, 2018

Job Summary:

The Merchandising/Creative Review Coordinator is responsible for the day-to-day creative approval process of soft goods such as Apparel, Footwear, Back to School, Home Furnishings, Domestic, and Stationery. The Candidate will review Marvel licensed product from our partners and give feedback to licensees at all stages of the products life cycle, this includes, but not limited to concepts, pre-production, and fully retail ready samples. As part of the review process, the candidate will ensure that all product within their category meets company standards, and that all artwork is used properly and accordingly per guidelines. The role requires a sharp eye for detail and a background in art is a plus.

Responsibilities:

Other responsibilities can include but not limited to the following:

- Keeping track of best practices across design executions
- Presentation/deck building
- Meet with licensees for Creative Merchandising Review

Basic Qualifications:

- Knowledgeable in Microsoft Office (Word, Excel, PowerPoint)
- Keynote (Preferred but not required)

STEP 2: CV AND COVER LETTER



CV EXAMPLE

KIRSANOVA ALINA IGOREVNA
KIRSANOVAALINA@GMAIL.COM, 528293736
13 TVERSKAYA STREET, MOSCOW

PERSONAL PROFILE

I am a second year Advertisement and Public Relations student at the Moscow State Pedagogical University. During my studying at the university I developed great communication, presentation and analytical skills. I am reliable and responsible person. I have excellent leader qualities, moreover I am really convincing.

EDUCATION

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

2015 – 2017 Gymnasium #1569

2016 PR webinar

2010 – 2015 English Language BKC courses (Advanced)

2006 - 2015 Gymnasium #2116

WORK EXPERIENCE

Unfortunately, I have no work experience in this sphere.

ADDITIONAL SKILLS AND INTERESTS

Photoshop Skills

Beginner Level of French

Internet PR skills

Basic Guitar skills

COVER LETTER EXAMPLE

Dear Marvel Entertainment,

I'm writing to you regarding your advertisement for a Merchandising/Creative Review Coordinator, which I saw on www.jobs.disneycareers.com. I would like to submit an application. Please find my CV attached.

I believe that I meet all the requirements you outline in your advertisement. I've attended a lot of PR courses, webinars and trainings. Right now I'm studying at MSPU (Institute of Journalism, Communications and Media Education).

I have all of the needed skills: knowledge in Microsoft Office and keynote. I also have another skills that you may find useful - social media promotion and communication skills. I'm great at understanding children and what exactly they want and need. I have a sharp eye for detail and a wide scope.

I'm also familiar with both Disney and Marvel universes, which is really important for this vacancy.

If you require any further information, or would like to arrange an interview, please contact me at kirsanovaal@gmail.com or call me on 528293736. I look forward to hearing from you as soon as you have an opportunity.

Yours faithfully,

Alina Kirsanova

STEP 3: PREPARING FOR A JOB INTERVIEW



10 COMMON JOB INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What is your greatest strength?
3. What is your greatest weakness?
4. Why should we hire you?
5. What are your salary expectations?
6. Why are you leaving or why have you left your job?
7. Why do you want this job?
8. How do you handle stress and pressure?
9. Describe a difficult work situation or project and how you overcame it.
10. What are your goals for the future?

10 TIPS FOR A JOB INTERVIEW

- 1) Bring a copy of your resume to every interview
- 2) Prepare for common interview questions
- 3) Research the company, and show what you know about it
- 4) Arrive 15 minutes early to an interview
- 5) Be prepared with examples of your work
- 6) Do not speak negatively about your previous employers and job
- 7) Send a personalized thank you letter after the interview
- 8) Respond truthfully to the questions asked
- 9) Keep your answers focused
- 10) Dress for interview success

GOOD LUCK!

