



# How to find a job?

By Tihonova Polina





First, you have to decide who you want to work for. If you have an education you can try to go to work in the profession. Or you can try something new and go into a new professional field.



contact the  
employment  
center or find  
a job online  
on the job  
site. For  
example hh.ru  
or job.ru

The first step

hh Я ищу... Вакансии Найти Расширенный поиск Работа в России

Ищу работу Ищу сотрудников Помощь Компании Проекты

**Работа найдется для каждого**

36 127 889 резюме  
590 265 вакансии  
918 239 компаний

Разместить резюме Опубликовать вакансию

МБА 55% Вырасти до топ-менеджера легко! Поступайте на МБА!

ozon.ru Новый склад класса А. Станьте частью команды OZON.ru

Будьте на виду с «Автообновлением резюме».

Используйте «Готовое резюме». Поднимите поиск на новый уровень.

**Работа в компаниях**

МЦЕННИМ РАЗНЫХ ЛЮДЕЙ. ПРИСОЕДИНЯЙСЯ

ЖТ	33
PepsiCo	257
Сетелем Банк	84
adidas Group	271
OZON.ru	259
Глобал Фудс	13

**Вакансии дня**

Продавец-консультант (магазины одежды)  
от 30 000 до 100 000 руб.  
Леди и Джентльмены, Москва

Продавец-консультант в офис продаж и обслуживания "МегаФон"  
от 48 000 руб.  
МегаФон Ритейл, Москва

Менеджер по продажам  
от 50 000 до 150 000 руб.  
Группа компаний Стильные кухни, Москва

Водитель-курьер на личном автомобиле  
з/п не указана  
OZON Доставка, Москва

Кладовщик, оператор склада  
от 35 000 до 55 000 руб.

Сотрудник ресторана KFC  
з/п не указана  
Ресторан KFC, Россия

Продавец-консультант (ТЦ Охотный ряд)  
з/п не указана  
Henderson, Москва

Водитель такси  
до 130 000 руб.  
МОСТАКСИ, Москва

Администратор магазина  
от 25 000 до 45 000 руб.  
BOARDRIDERS, Москва

Работник ресторана Макдоналдс  
з/п не указана  
Макдоналдс, Россия, Москва


Поддержи нас в рейтинге работодателей!

**Ищем водителей-курьеров**  
Доставляйте людям радость вместе с OZON.ru!

Secondly, you need to determine what kind of salary you want, choose a schedule, and using the advanced settings to choose the right job.

Specialists in Digital, Media and Marketing recruitment

### Event Marketing Manager



<b>Recruiter</b>	ASPIRE
<b>Location</b>	South West London
<b>Salary</b>	£37000.00 - £40000.00 per annum
<b>Posted</b>	31 Aug 2018
<b>Closing date</b>	30 Sep 2018
<b>Ref</b>	1021660
<b>Contact</b>	Lily Bruce
<b>Industry</b>	Marketing & PR, Conferences & events
<b>Hours</b>	Full time
<b>Contract</b>	Permanent
<b>Listing type</b>	Job vacancy

Send Apply Now → Save

### Event Marketing Manager

£37,000- £40,000 per annum

South West London

*Calling all event marketers we have an exciting opportunity working for a market-leading event organiser across a portfolio of awards events!*

The company is market- leading event's organiser who are creators of award-winning specialist content for a global audience. As Event Marketing Manager you will be joining a commercially driven business based in South West London.

**The Role**

- Leading, planning and managing of each multi-channel and direct marketing campaigns to encourage entries and boost attendance to each event.
- Ensuring the successful delivery of each marketing campaign to make sure that delegate and financial targets are met.
- Effectively using social media channels to build and grow audience communities.

Send Apply Now → Save

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**The Person**

- A proven event marketing track record with the bonus of line management experience to help you to work effectively work within an event marketing team.
- Strong organisational skills will benefit you in this role as you will be multi-tasking and thriving to meet deadlines.
- A commercial mind and interest in growing an events portfolio will benefit you in this role and encourage you to further develop your marketing skills.

If you are ready to make that next step in your marketing career, working with a market-leading event organiser across award style events, this role could be perfect for you - apply now!

Send Apply Now → Share Save

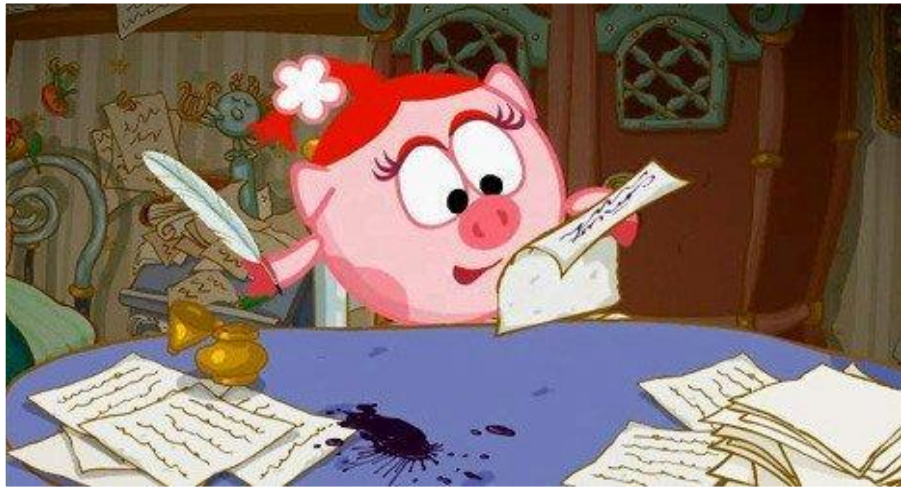


The second step



One of the most important things in finding a job is writing a resume. In this document you write about your work experience, all useful skills and abilities, as well as education.

You need to specify all your professional skills and achievements in past jobs, which, by the way, you need to specify that



# The third step

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## PERSONAL PROFILE

I am a second-year student of advertising and public relations at Moscow State Pedagogical University. During the training, I learned the basics of advertising and PR, working with Microsoft office programs, literary editing and management of advertising companies. I also do self-study computer programs, English and Spanish, photography and processing.

## EDUCATION

- 2017-present: Moscow State Pedagogical University
- 2006-2017: Gumnasium #170

## WORK EXPERIENCE

- Sep.2017-Apr.2018: McDonalds
- June-July 2018: Aquanar (Customer service Manager)

## SKILLS

Microsoft office  
Photoshop  
Pinnacle Studio  
Internet  
SMM promotion  
Python programming  
Writing texts and articles  
English intermediate  
Communication skills

The next important step is to write a cover letter. It is attached on top of the resume to interest the employer. If it is original and beautifully written, then you will definitely pay attention!



The 4<sup>TH</sup> step

 Dear Lily Bruce,

I'm writing to you regarding your advertisement for an event manager, which I saw on job.ru. I would like to submit an application for the post. Please, find my CV attached.

As an event manager, whom I worked about 5 years, I believe that I meet all the requirements you outline in your advertisement.

- ✓ I can plan and manage each multi channel and event marketing companies
- ✓ I have a rich experience of making event in different spheres
- ✓ I can be organizer of any type of event you want: from exhibition to concert, including business forums.

If you require any other information or interested in my person, please, call me 8(926)\*\*\*-\*\*-\*\*\* or \*\*\*\*@gmail.com.

I will be glad to receive any feedback.

Your sincerely,  
Polina Tihonova.

If you did everything right, you will soon be called and invited to an interview with HR Manager. Be serious and prepare yourself!



The 5<sup>TH</sup> step

There are some tips for successful interview:

Before you go to the office, find out:

- With whom you will talk: with the head, the head of the personnel Department or his ordinary employee;
- Interview format (group or individual, question-answer or self-presentation);
- Dress code and things you need to have with you (documents, gadgets, etc);
- How to get there (late is unacceptable)
- Make a map with answers to typical questions and requests (they are asked in 99.9% of cases)
- Have copies of all necessary documents, professional resume, copies of certificates of education.
- Keep eye contact.
- Be objective and truthful, but not too outspoken.



WHEN YOU WILL ACCEPT, NOT  
OVERSLEEP THE FIRST  
WORKER DAY!

GOOD LUCK!

