

# JOB HUNTING

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PREPARED BY NATALIA KUSHNEROVA



# IF YOU WANT TO FIND A JOB, YOU SHOULD TAKE A FEW POINTS

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## Simple steps

- Search vacancies;
- CV
- Cover letter
- Interview

# YOU CAN FIND A VACANCY...



**Surf the Internet**

**Ask for help from  
friends**

**Free newspapers**

# THE BEST CV

- If you are looking for a job, then it is very important that you understand how to offer yourself in the best way to an employer.
- This is done by writing a CV. So, the purpose of your CV is to make you attractive, interesting, worth considering to the company. Your CV should include the following information like personal details, education, work experience, interests, skills, references.





# REMEMBER

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- It is important to realize that a humanities degree is a qualification for a very wide variety of jobs in industry and business,.
- Many employers are looking for people who, in addition to a good educational achievements, are articulate, capable of thinking for themselves and able to tackle problems intelligently



# INSTRUCTION TO WRITE A COVER LETTER

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Here are a few tips to make your résumé more effective:

- A tailored cover letter may be used to accompany a résumé.
- Address the letter to the contact person or to the Human Resources Director.
- Use standard business letter format.
- Use a font size of 10 to 14 points.
- Use non-decorative typefaces. Choose one typeface and stick to it.
- Cover letters should be individually typed and signed.
- Use terms and phrases that are meaningful to the employer.
- Minimize jargon, abbreviations, and contractions and be concise.
- Check your letter for errors and grammatical correctness.
- Pay special attention to the job description as it provides specific cover letter instructions.

## Cover Letter Tips

While your résumé is a summary of your credentials, your cover letter can be an effective marketing tool. Your aim is to demonstrate why your education, work experience, skills, and background uniquely qualify you for the position you're applying for.

A cover letter should contain three main sections:

### FIRST PARAGRAPH

- Identify the position for which you are applying.
- State how you learned of the position and why you are interested in the position or organization.

### SECOND PARAGRAPH

- Summarize why you are a strong candidate for the position.
- Target the job description and specifically discuss how your skills relate to the job requirements.
- Highlight one or two of your accomplishments or abilities that show you are an excellent candidate for the position.
- Detail positive characteristics and past experiences that illustrate how your qualifications will benefit the organization.

### CLOSING PARAGRAPH

- Thank the person for considering your résumé and offer to provide additional information.
- Include your phone number and when you can be reached.

See sample cover letter!



Michigan Civil Service Commission, Career Services  
400 South Pine Street • P.O. Box 30002 • Lansing, MI 48909  
800-788-1766 (voice) • 517-373-3030 (voice) • 517-335-0191 (TTY)  
Detroit Regional Office • Cadillac Place  
3042 West Grand Boulevard • Suite 4-400 • Detroit, MI 48202  
313-456-4400 (voice) • 313-456-4409 (TTY)  
[www.michigan.gov/mdcs](http://www.michigan.gov/mdcs)

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# HOW TO WOW AT A JOB INTERVIEW?

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# IT IS VERY DIFFICULT TO MAKE THE RIGHT IMPRESSION!

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- Tell me about yourself — tell us a little about yourself
- What are your salary expectations? What salary do you expect to receive?
- Why should we hire you? Why should we hire you?
- **ATTENTION!!!** Unexpected issues (Questions during the interview in English may seem extremely strange. Often, a person falls into a stupor from the issue, which he did not expect to lose and then not know how to go back to the «flat road». So my advice — expect the unexpected (Be prepared for anything)!
- What are your weaknesses? What are your weaknesses?





# THANK YOU FOR YOUR ATTENTION!

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