

JOB HUNTING

Shenmaer Alena

AT FIRST, YOU MUST HAVE A CV. SAMPLE CV YOU CAN SEE BELOW.

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CV letter

I am a second-year student of advertising and public relations at Moscow State Pedagogical University. I know the basics of advertising and PR and how to work with Microsoft Office programs. Also I know how SMM promotion works and which ~~progames~~ ~~programmes~~ to use. In addition, I am very sociable and know how to work in a team.

EDUCATION

2017- present: Moscow State Pedagogical University

2006-2017: Moscow 705 school

WORK EXPERIENCE

Manager of Starbucks Coffee ~~Sirena~~ Company in Russia (December 2017 – May 2018)

Bartender (July 2018 – present)

SKILLS

English up intermediate

Microsoft Office (Word, Power Point, Excel)

Writing texts and articles

Teambuilding skills

cv must include items such as
education, work experience and
skills

SECONDLY YOU SHOULD HAVE A COVER LETTER

Dear Mr. Brown,

I am writing to you regarding your advertisement for the digital reporter job. I meet all the challenges that you have enlisted, especially PR and promotion campaign in order to increase efficiency. I am very communicative and I also have all of the needed skills, like a Microsoft Office knowledge and article writing skills.

I have got an attention to details, accuracy and wide scope, teamwork, and on-time completion of all projects. Moreover, I offer creativity and task execution skills.

In my CV you will find all other details about my education and employment background for your review. I believe that my talents will help me to be hired to your organization.

If you want to know any further information or would like to arrange an interview, please contact me at shenmaer99@mail.com. I'm looking forward to hearing from you as soon as you have an opportunity.

Yours sincerely,

Alena Shenmaer

cover letter
must contain
important
information
in a concise
form

**FURTHER YOU SHOULD KNOW THE APPROXIMATE LIST OF QUESTIONS
AT INTERVIEW..**

- 1 Tell me about yourself
- 2 What are your strengths?
- 3 What are your weaknesses?
- 4 Why should we hire you?
- 5 Why are you leaving (have left) your job?
- 6 Why do you want this job?
- 7 What are your goals for the future?
- 8 What are your salary expectations?
- 9 Tell me about an accomplishment you are most proud of
- 10 Do you have any questions?

..AND TIPS ON HOW TO ANSWER THEM

- 1 You need to unobtrusively show yourself to the interviewer from the best side, briefly tell about yourself, without going into unnecessary details.
- 2 In answering this question you need to focus on those qualities and skills that directly relate to the desired position.
3 tell the truth, but present it carefully.
- 4 You need to tell what your strengths will help the company to achieve the desired performance. That is, you must learn in advance all the information about the company.
- 5 Your answer should not cast a shadow on the former boss or colleagues.
- 6 Here again you have to gently mention that you can give the company, and not vice versa.
- 7 It will be correct if in the future you present yourself in the firm where you are going to get settled.
- 8 The best option is not to call the exact amount, but only hint at your expectations.
- 9 You should focus on those qualities that will interest a particular company.
- 10 Try to finally clarify not only pragmatic questions such as salary size and the exact location of the office, but also more pleasant interviewer: the purpose of the job, the skills you need, etc.

AND THAN YOU SHOULD BE APPLIED ON A JOB!

