



# Job hunting

Maria Svinareva

# First step: Writing CV



**Maria Svinareva**  
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## PERSONAL PROFILE

I'm a first year Arts and crafts teaching students at the Moscow Pedagogical State University (MBA). I'm sociable, stress-resistant person and I'm I quickly find a common language with colleagues and students.

I worked with preschool and school children. I also have experience working in camps and with children deviant behavior.

I use different techniques and materials in the visual arts.

I have developed creating and teaching skills that I got through the my work at school. I am now looking to further develop and use my skills at the work with children to help them uncover their ability and feeling in art.

## EDUCATION

### **Moscow Region State University**

2010-2015

- Faculty of Fine Arts and Folk Crafts, Painting on wood

### **Moscow Pedagogical State University**

2015-2017

- Faculty of artistics and graphics, Arts and crafts teaching

## WORK EXPERIENCE

### **Children's health camp slides**

2016-2017

- Counselor in the children's camp
- Led a drawing circle

### **School number 10**

2017-2018

- The teacher of the fine arts and world art culture

### **Art Center 'Owl'**

2018- present

- The teacher of the fine arts

## ADDITIONAL SKILLS AND INTERESTS

- Communication
- Leadership
- Time Management
- Ability to Work Under Pressure.
- Decision Making.
- Conflict Resolution
- Adaptability



# Must be in CV

- O* Few words about yourself
- O* Your work experience
- O* Your skills
- O* Your interests
- O* Results about your education
- O* Your contacts ( telephone/ email)

# Second step: Search a vacancy

<b>Salary</b>	£29500 - £37000 per annum
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<b>Hours</b>	Full time
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<b>Contract</b>	Permanent
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<b>Closing date</b>	10 Oct 2018
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Art/Graphics Teacher wanted for Outstanding Inner London School - Immediate or January Start.

Now is the time to come and teach Art in this 11-18 School in the London borough of Lewisham.

Due to a vacant post within the Art & Design department this very popular and oversubscribed school which prides itself on outstanding teaching and learning and strong academic results are wishing to appoint a talented professional Art Teacher who can offer primarily graphics as a specialism.

This position can start asap and will allow you to work within a very creative and highly successful Art department who have been very consistent in delivering outstanding results.

The school boasts a real positive environment where students develop their learning and an impressive rate, this is reflected in the results and the general feel around the school. There is a strong sense of community spirit and the SLT pride themselves on ensuring that there are high levels of respect for all staff and pupils. Teacher student's relationships are very strong and this is built on low staff turnover and continuity.

As the successful Art/Graphics teacher you will have a creative style of teaching that will identify with a broad spectrum of students covering a range of abilities.

This role would suit a passionate, hardworking Art/Graphics teacher with strong communication skills and the ability to build rapport quickly with colleagues and students alike.

**\*\*Art/Graphics Teacher - KS3-KS5**

**\*\*Lewisham**

**\*\*Immediate Interview/Long Term Assignment**

This really is a great opportunity to teach Art/Graphics and make valuable contribution to a school widely regarded as one of the best in the borough.

Apply today for this excellent opportunity.



# Third step: Cover letter

Dear company ACADEMICS.

I'm writing to you regarding your ad for a Art/Graphics Teacher in the Lewisham which I saw on the site for applicants <http://jobs.theguardian.com>. I'd like to apply for opened position. I'm an Art Teacher with wide experience of teach. Please find my CV and portfolio in attach.

I'd like to work at your company, because I'd like to teach children which want to find themselves in Art.

I worked in School of Art and in Children Development Centre. I taught children for a drawing, and world art culture. I have experience with image processing systems like Photoshop, Adobe Illustrator, GIMP, etc. Also I like make lessons very interesting. I always use IT in my work process. It allows to make lessons more interactive and glues children's attention to studying process.

I'm a quick learner, very motivated and hard-working. Also I may work both individually and in a team.

I believe that I meet all the requirements to take up the post.

If you require any further information or would like to arrange an interview, please call me on my direct phone number +79170000000 or email for me at [masha-superdrawer@mail.ru](mailto:masha-superdrawer@mail.ru).

I look forward to hearing you at your earliest convenience.

Thank you in advance.

Kind regards,

Svinareva Maria.

Art Teacher

# Prepare for job interview





# 8 common questions

## 1. Tell me about yourself

I worked at the school as an art teacher for two years, but now I teach in a children's center with children of preschool age.

I always liked to learn and draw, and this profession, like a teacher of draw, has reproduced my dream into reality.

Also I graduated at the Moscow State Region University as a bachelor and now I am continue my studies as a master, because I want to improve my skills.

## 2. What are your strengths?

I am a sociable person, while working I can easily find a common language with colleagues.

While working, I rationally distribute my time.

Also I like make my lessons very interesting. I always use IT in my work process. It make lessons more interactive.

And of course, I am a quick learner, very motivated and hard working.

## 3. What are your weaknesses?

As I said before, I am a hard working, but I give all my free time to prepare and because of this I become irritable.

I perceive everything closely, but nevertheless this openness attracts children. And I sincerely accept their victories and failures.

## 4. Why did you leave your last job?

At the last job I wasn't satisfied with my salary, because I worked hard for low pay.

So one of the reasons for my departure from past work is its remoteness, since I spent three hours of the road. It was difficult to me, because I was very tired.

## 5. Tell us about your education.

I graduated the Moscow State Region University for five years. Also I have a diploma like a teacher of art. Now I am continue my studies as a master. And after six years from my study I have a lot of art work, also I can show you my portfolio.

Also I took a course in conducting a unified state exam, how to follow all the rules for conducting.

## 6. Where do you see yourself 5 years from now?

I want to hold master classes not as an amateur, but as an expert in their field.

After five years I would like to open my own drawing studio Also I want that all children who likes to draw, to come to my future studio.

## 7. What kind of salary do you expect?

As a teacher of art, I would like to earn approximately 60.000 rubles per months.

## 8. Do you have any questions for me/us?

Why previous teacher was quit?

Does your company organize training courses for staff?

Will I work full day or not?

Do you have any employed benefits for staff?

# Tips for job interview

## Five positive tips for job interview

- 1) Important to speak competently during the interview
- 2) To be neatly dressed
- 3) For women, it is important to put light makeup
- 4) Should be familiar with the requirements of the employer
- 5) Should follow the chain of command

## Five negative tips for job interview

- 1) Can not be late for disrespectful reason
- 2) Can not be frank or calling look
- 3) During the interview you can not chew gum
- 4) Can not use the phone for personal purposes not related to the interview
- 5) You can not talk to you. Should follow the chain of command



DO IT!







# Good luck in your job hunting

