

My future
profession is a
customer
relationship
manager

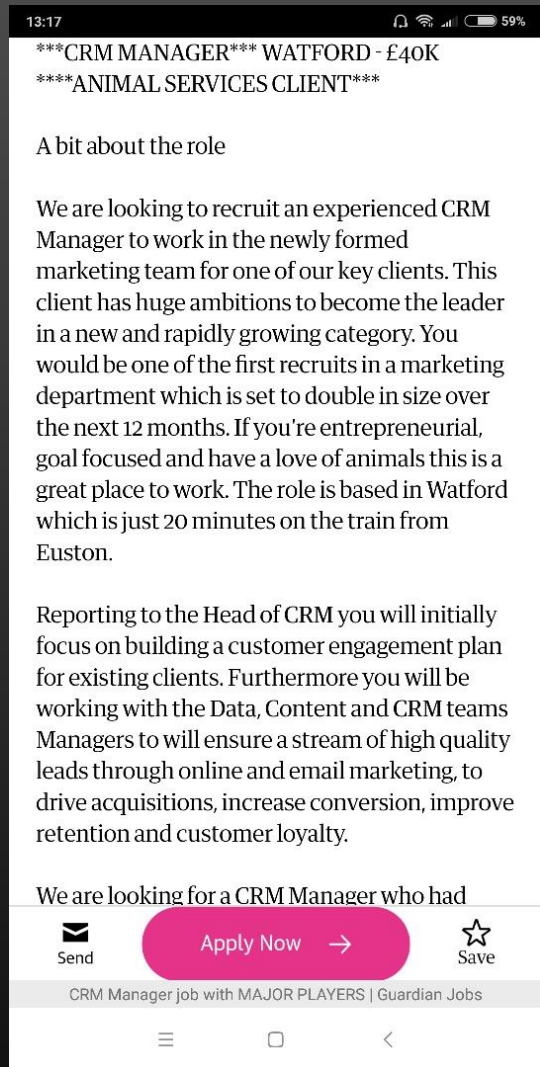
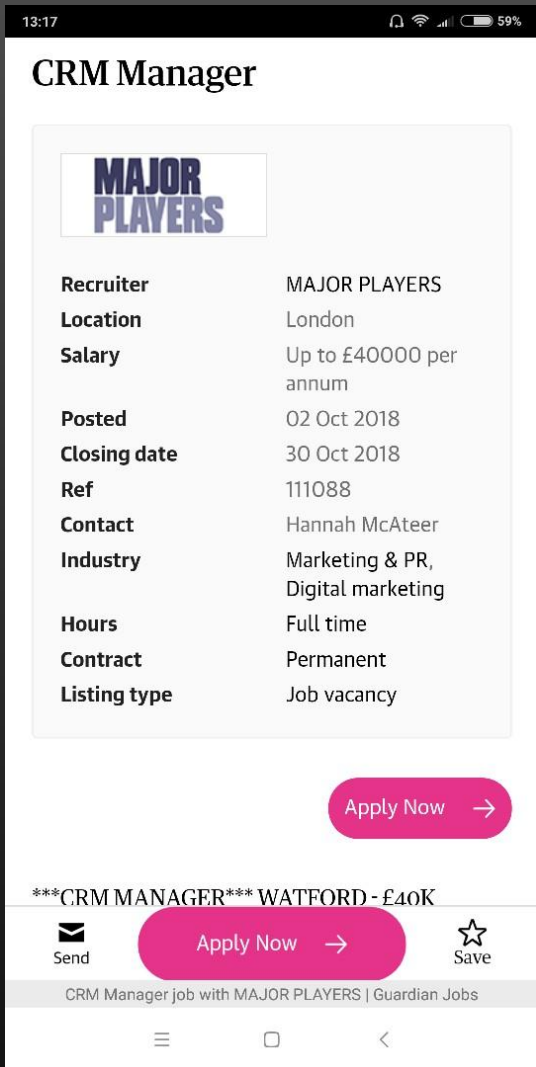


Student of the Moscow Pedagogical University, Faculty of Advertising
and Public Relations, 2 courses Tselkovskiy Daniil

How to find a job

- Of all the possible ways, I decided to use the Internet. I found a vacancy on this site :
- <https://jobs.theguardian.com>





How to find a job

- to answer your application you need to write a Cover Letter and CV
- Now I will show you examples of the cover letter and CV

Example of Cover letter

- Dear Hannah,
please consider my resume for the vacancy of the Customer Relationship Management Manager.

I am an effective performer and organizer, I can analyze a large amount of information in the context of solving diverse tasks. I try to find non-standard solutions to improve the quality, while reducing the time to perform the tasks.

My strengths are: analytical skills, efficiency and independence in decision-making, high learning ability.

Experienced user of MS Outlook, Word, Excel, Power Point; I know the basics of business correspondence and business etiquette; fluent in English.

A high level of self-organization, attention to detail and excellent communication skills will help me to become an indispensable manager of customer relationship management.

Thank you for your attention to my resume.

Contacts: +7-916-941-60-59

E-mail: Tselkovskiy_dv99@mail.ru

With respect and hope for mutually beneficial cooperation, Daniil

Example of CV

- **PROFILE**

- 2nd year student of the Moscow Pedagogical University, Faculty of Advertising and Public Relations
- in my life I have very well developed the skills of communicating with people, the skills of analyzing problems, and I learned to quickly look for ways out of problematic situations.

- **Education**

- September 2016- Present Moscow State Pedagogical University
- September 2005- May 2016 - secondary education school №924

- **Work Experience**

- I work as a content manager in a medical center engaged in restorative fitness, I lead a website and social networks.

- **Additional skills and Interests**

- Possession of PC Word, Excel, PowerPoint, PhotoShop, 1C, etc.
- conversational proficiency in English

Common questions

- Why are you interested in this position/job?
- Why did you leave your last company/position?
- Why would you be the right choice for this position?
- situation in which you showed real leadership?
- What do you already know about our company?
- *Where do you see yourself in 5 years?*
- *What is most important to you in your current position*
- How would your ideal work day look?



And in the end I will give you a couple of tips on how to prepare for the interview.

- Try to provide yourself with information about the organization in which you want to find a job.
- Find out exactly the location of the organization and the route, so as not to be late.
- Adhere to the business style in clothing
- Make a list of expected questions and prepare answers.
- Be sure to prepare the questions you ask if you are offered this opportunity.

THE END

- THANKS FOR ATTENTION