



# Job hunting

---

A short job search guide by Marina Droghina



# Choose the vacancy of your dream

## INTERNATIONAL TEACHER SOLUTIONS

<b>Recruiter</b>	INTERNATIONAL TEACHER SOLUTIONS LTD
<b>Location</b>	Suzhou
<b>Salary</b>	Highly competitive salary, FF accommodation, Annual Flights, Dependant education+ extensive benefits
<b>Posted</b>	30 Aug 2018
<b>Closing date</b>	30 Sep 2018
<b>Industry</b>	Schools, Secondary teaching, Art & design, Design & technology
<b>Job level</b>	Experienced (non manager)
<b>Hours</b>	Full time
<b>Contract</b>	Permanent
<b>Listing type</b>	Job vacancy
<b>Education level</b>	Undergraduate degree (or equivalent)

### HIGH SCHOOL ART TEACHER

Location: Suzhou, China

Start Date: January 2019

International Teacher Solutions are working exclusively with leading international Schools who require professional and inspiring teachers with experience of the British Curriculum.

This is a highly successful school with a global reputation for excellence. The impressive campus educates academically gifted and motivated students from 3-18. The holistic approach to education ensures students develop both intellectual and personal skills throughout the school.

An Art Teacher is required to join this highly successful team from January 2019. The extensive Art and Design department provides students with an inspiring and creative environment from which to develop their passion and skill for Art. Applicants must be passionate and motivated to ensure the school continues to deliver outstanding teaching and learning. Prior experience of teaching GCSE or IB Art and Design would be advantageous, candidates must demonstrate creativity and excellent communication skills.

This is a popular location with the western expatriate community, the low cost of living provides great savings potential and there are excellent local and international transport links. The state of the art campus and accommodation is built to protect against the elements, providing a clean and healthy working and living environment.

#### Requirements:

Bachelor's Degree in Art or similar  
PGCE / QTS or equivalent  
3 years' experience

#### Salary and Benefits include:

- Highly competitive salary
- Family friendly accommodation
- Utility contribution
- Dependent education up to 2 children
- Annual flights
- Medical insurance
- Pension contribution

- Professional Development

Teachers who have a strong work ethic, enthusiasm for their profession and an adventurous spirit are welcome to apply. Previous experience is essential.

ITS are committed to the safeguarding and welfare of students across the world, we implement strict recruiting policies with specific attention given to child protection.

If you would like to apply for this position or hear more about the international opportunities, please submit your CV to [enquiries@int-teachers.com](mailto:enquiries@int-teachers.com)

# Write an ideal CV

MARINA DROGHINA

Moscow, [marina\\_art-teacher@gmail.com](mailto:marina_art-teacher@gmail.com)

8(999)8887766, Instagram – art-teacher

## PERSONAL PROFILE

I am a teacher of arts with experience of teaching students of different ages. I know the British Curriculum and also have an experience of working with this system. I have an IB Art and fine arts of Moscow state pedagogical university, and got great knowledges of design in The British High school of design, where I also worked like a teacher. I am interested in sphere of art and esteem myself like a creative person. I worked with different materials and techniques, work in different types of arts, and always try to develop my skills. I also have great communicational skills, because I work with people a lot, and have an experience of working as tour guide. Had an internship at Vesuvian archeological institute with program «The history of art and culture in the Vesuvian area: the roots of Roman culture». I use to conduct my portfolio with Instagram.

## EDUCATION

### THE BRITISH HIGH SCHOOL OF DESIGN, BA ArtsCOOL ART AND DESIGN

2015-2017

- Methodic of developing creativity, 3D modeling, sketching, sculpture, design of cloth and textile, modern arts, animation

### MOSCOW STATE PEDAGOGICAL UNIVERSITY, IM TEACHER OF FINE ARTS

SEPTEMBER 2015- JULY 2017

- 1<sup>st</sup> Year: Methodic of teaching arts(72%), Arts and fine arts Techniques (70%)
- 2<sup>nd</sup> Year: Technologies of creativity, audiovisual technologies, modern technologies of teaching

### MOSCOW STATE PEDAGOGICAL UNIVERSITY, IB TEACHER OF ARTS AND FINE ARTS

2010-2015

- Graphics, Painting, Sculpture, Printed graphics, Methodic of teaching arts, History of Arts

## WORK EXPERIENCE

### THE BRITISH HIGH SCHOOL OF DESIGN, TEACHER OF ART AND DESIGN

2016-PRESENT

- Teach students from 12 to 18 graphic design: to create posters, cloth, font and etc.
- Compose programs of teaching
- Including modern methods and techniques of teaching and watch the result of using them

### THE CENTER OF EDUCATION UNIUM, TEACHER OF GRAPHICS AND PAINTING

2012-2016

- Teach students from 3 to 10 how to draw, using modern methods of teaching
- Compose creative lessons to maximize the result of studying

### ANEX TOUR, TOUR GUIDE

2010-2011

- Conduct excursions in evening Moscow with foreign tourists, using English and French language

## ADDITIONAL SKILLS AND INTERESTS

- Linguistics – can speak fluently in English, French. Have a basic level of Italian, started to study Chinese
- Confident PC user – know how to work with office, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Adobe DreamWeaver, 3DS Max
- Knowledges of History of Arts – I'm interested in history and culture of different countries
- Trained for 2 years in social dance – hustle, which help to improve communicational skills
- I'm interested in the art of photography



# Prepare your portfolio

Moscow state pedagogical university

## Marina Droghina PORTFOLIO



Mobile phone: +79998887766  
E-mail: [art\\_teacher@gmail.com](mailto:art_teacher@gmail.com)  
Instagram: MarinaDroghina

2018

## Graphics

### Charcoal

1. Portrait of lady in the hat, 2015
2. Portrait of the old man with accordion, 2017



# Write a cover letter

Dear International teacher solutions,

I'm writing to you regarding your advertisement for a high school art teacher in Suzhou which I saw on <https://jobs.theguardian.com>. I would like to submit an application for the post. I attached my CV to this letter.

I'm from Russia, I read about your company and your International work seems very attractive for me, because I know such languages like English, French and now I'm learning Chinese. Also I wanted to discover cultural sphere of China and it's citizens. I have international passport and also have no problem with getting visa.

As an experience teacher of arts, which work with children of different ages, but especially with teenagers and adult people for three years, I believe that I meet all the requirements you outline in your advertisement.

I got education at Moscow state pedagogical university and have an International diploma of teacher of arts. Institute of arts of MPSU working with Chinese student know. Last year I get a certificate about studying of the British Curriculum and applied my knowledge, practicing at British school of design.

I always work for rising my drawing skills, because I believe that there is no limit to perfection, especially in the Art at all. I am really interested in communication with students, teenagers psychology is attractive sphere for me. Also I really like, when I see the results of my work with students.

When I was a student of MPSU, I worked as a guide, and I told young tourists about interesting and historical sights of Moscow, I guess that work helped me to improve my communicational skills.

If you require any further information, or would like to arrange an interview, please call me on 89998887766 or email [marina@gmail.com](mailto:marina@gmail.com). I look forward to hearing from you at your earliest convenience.

Yours sincerely,

Marina Droghina



# Send your CV and portfolio with a cover letter

Then wait what the employer will ask

If employer like your personal profile, you will be invited for job interview.

---

It's important to prepare for it, some tips for successful interview:

Five positive tips for job interview:

1. Compliance of the dress code is very important.
2. Applicant for vacancy should speak competently!
3. Applicant should be polite with people around him or her.
4. It's very significantly to be self-confident.
5. Use information which is connected with vacancy

Five negative tips job interview:

1. Lateness without a respectful reason is the best way to get a rejection!
2. If you don't want to get the job – speak a lot about everything, don't give an opportunity to speak for employer!
3. It will be very strange, if you know anything about company and vacancy, but you can try.
4. Use your cell phone, when employer talk to you, it's your guarantee to be unemployed.
5. Tell fairy tales if this job is not important to you.

# Prepare for questions

Think about possible questions on interview and prepare an example of answer

Questions for job interview:

---

- 1) How did you get information about our vacancy?
- 2) Why do you suppose that you are appropriate for this job?
- 3) You have suitable education and master's degree, haven't you?
- 4) What university did you graduate?
- 5) Do you have an experience of working as a teacher of arts or design?
- 6) How much time did you work as a teacher?
- 7) Are you ready for working with the British Curriculum?
- 8) Where did you get knowledge about it? (the BC)
- 9) Do you know all responsibilities, which we ask from the candidate?
- 10) Which computer programs for artist and designers do you know and use?
- 11) Do you know modern technologies of teaching and design?
- 12) What are your strengths?
- 13) Are you ready to live in other country?



# Prepare your answers

Questions for job interview:

1) Why do you suppose that you are appropriate for this job?

I think that I am ready for this work, because I have great experience of working as a teacher of arts, know modern systems of teaching and I'm interested in development of my professional skills.

2) You have suitable education and master's degree, haven't you?

Yes, I have. I worked as a teacher of arts for 3 years with students of different ages and also have suitable master's degree

3) What university did you graduate?

I studied at the Moscow state pedagogical university for 5 years and got a profession of teacher of arts and fine arts and also got a master's degree of teacher of fine arts at this university.

4) Are you ready for working with the British Curriculum?

Yes, I am. I got knowledge of the British Curriculum in the British school of design. I have been studied there for 2 years and then I worked there with the BC for a few time as a teacher of design.

5) Which computer programs for artist and designers do you know and use?

I know how to work with such computer programs as Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Adobe DreamWeaver, 3DS Max and have a great level of working with them.

6) Do you know modern technologies of teaching and design?

Yes, I know different technologies of teaching and have an experience of using them, I wrote a publication about different models of teaching and made an experiment with students of different ages about efficiency of using this models.

7) What are your strengths?

I am very sociable and I also try to find an approach for every person, also I always try to develop my professional and art abilities.

8) Are you ready to live in other country?

Yes, I am. I know languages and also always interested in cultures of different countries. It's a great positive experience for me to change a place of living.





---

Be polite, positive and  
self-confident and you will get the  
job of your dream!

**GOOD LUCK!**