



HOW TO FIND A JOB?

Vlasova Kristina

Step №1

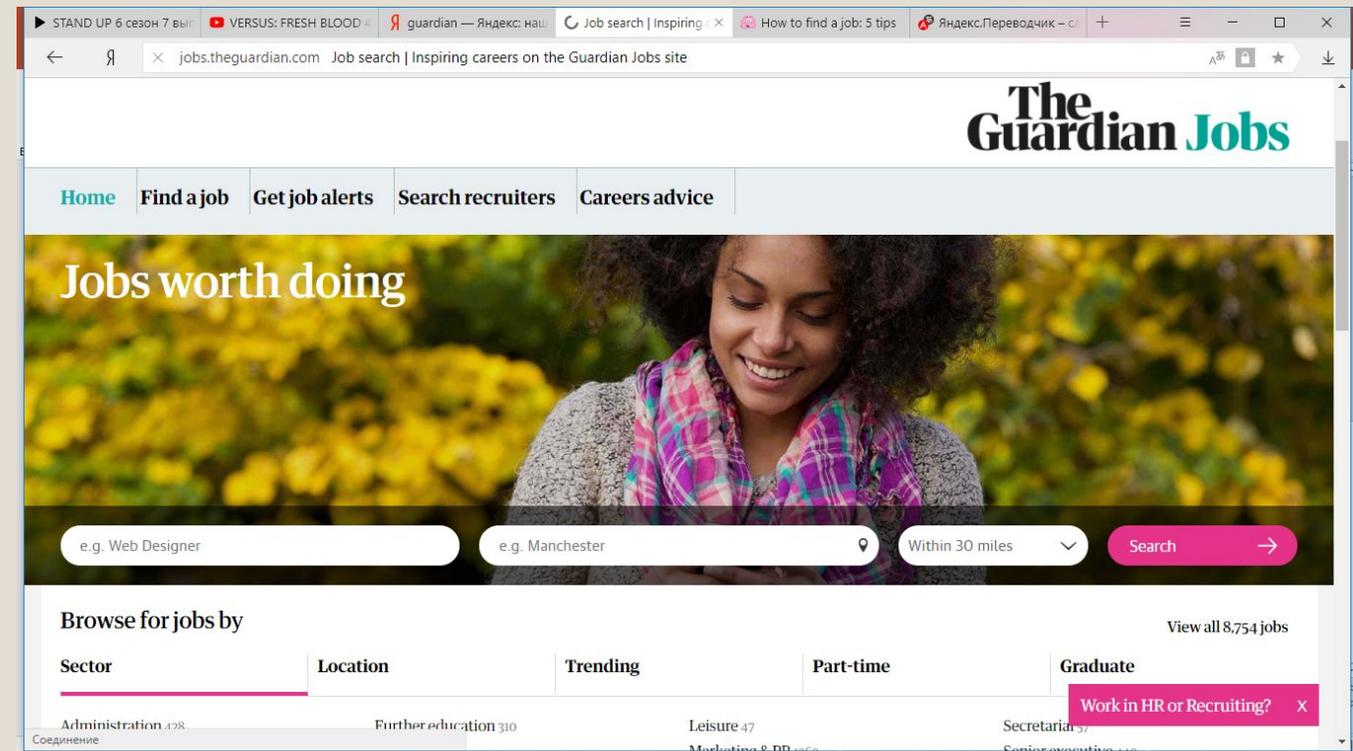
First of all, you need to decide what do you really want. In what sphere do you want to work?

Then, you can find different vacancies on websites.

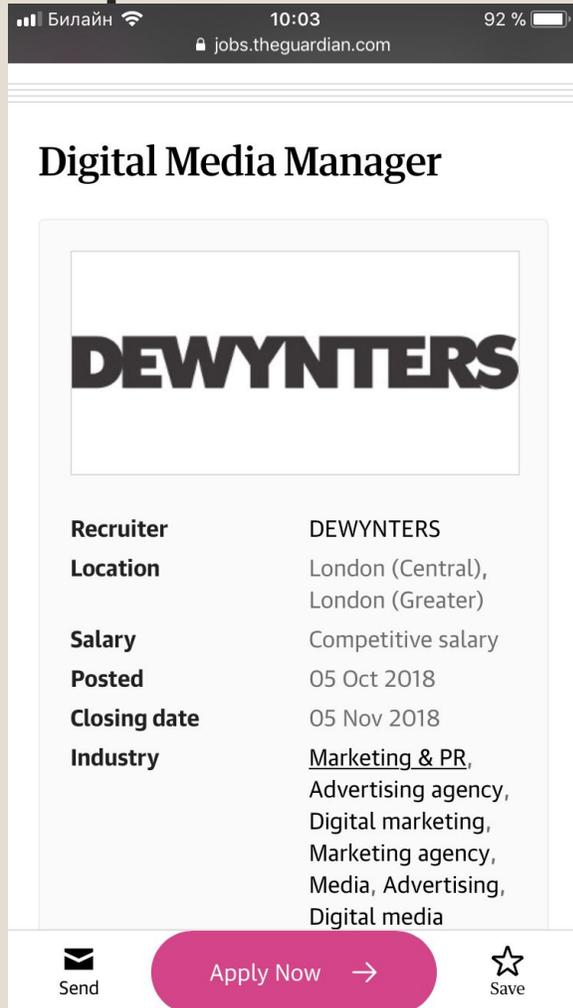
There are so many sites (for example:

<https://jobs.theguardian.com>).

You need to watch 2 or 3 sites. So, you will be sure, that there are a lot of vacancies and you have a big choice.



Step №2



I found this vacancy

So, you find the vacancy, which you really want.

Now you need to read it carefully.

Are you satisfied? That's what you want?

Step №3

If you want to apply for the position, you need to write a CV.

Remember? That CV is very important part.

Look on different sites, who it must be.

Be truthful.

Tell about your advantages, the previous work experience, your education.

Don't forget to write about your personal details. So, employer can contact with you.

If you have any achievements, tell about it.

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PERSONAL PROFILE

I am a third year Advertisement and Public Relations student at the Moscow State Pedagogical University. During my studying at the university I developed communication and presentation skills. I am confident and responsible person. I have the basic knowledge in PR management.

EDUCATION

- 2017 – Present Moscow State Pedagogical University
- 2011 – 2017 Gymnasium 1576
- 2007 - 2011 Gymnasium 1774

WORK EXPERIENCE

- 2017-2019: Zara Home store (firstly, cashier, 7 months later second manager)

ADDITIONAL SKILLS AND INTERESTS

- Get used to work under pressure
- PC user
- Organizational skills
- Reading, traveling

Here is the example of my CV

Step No4

The next step is cover letter.

This letter can pay attention to you.

Tell about why are you writing.

Don't lie, try to be truthful.

Write more about your work experience, your skills, why do you need this job.

Don't forget to say goodbye.

Leave your contacts, it's very important.



Dear Mr/Mrs,
I'm writing to you regarding your advertisement for a Digital Media Manager. I saw it on <https://jobs.theguardian.com/job/6794295/digital-media-manager-/?LinkSource=PremiumListing>. I would like to submit an application for the post. You can find my CV below.

First of all, I have some experience in management. Also, I have some organisation skills. I conducted a lot of trainings at past work. I believe that I meet all the requirements you outline in your advertisement.

Now I am studying at MSPU. My profile is Journalism, Communications and Media Education.

I have an excellent knowledge of Microsoft Office, because I finished the courses connecting with Microsoft world, computer technologies. I am confident and got used to work under pressure.

If you require any further information or would like to arrange an interview, please email me at kriss-vlasova@yandex.ru or call me on [77789896](tel:77789896). I look forward to hearing from you as soon as you can.

Your sincerely,
Vlasova Kristina

My cover letter

Step №5

Job interview

There are some tips that can help you pass the interview successfully.

1. You need to know more about company and employer.
2. Try to think about your advantages and disadvantages, an employer can ask about it.
3. Don't forget about dress code.
4. Don't forget to bring a copy of your CV.
5. Don't be nervous so much, everything is okay.
6. Don't be late, it's better to arrive early.
7. Be polite, make good impression.
8. Be truthful
9. Answer questions clearly.
10. Be focused on everything.



Thank you!

Good luck!

