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A photograph of two women in white business attire sitting at a table. The woman on the left is holding a blue folder and looking towards the woman on the right. There are two glasses of water on the table. The background is a bright, slightly blurred office setting.

If you want to find a job, then you should take a few points:

- **Search of vacancy**
- **CV (Curriculum vitae)**
- **Cover Letter**
- **Interview**

Search of vacancy

Newspaper



Ask for help from friends



Surf the Internet



PROFIL

Après 2 ans d'études à l'Institut Supérieur des Arts Appliqués à Paris et plus de 6 ans d'expérience dans le domaine du retail luxe, je souhaiterais aujourd'hui rejoindre une nouvelle équipe en Asie au sein de laquelle je saurais mettre à profit mes compétences pour atteindre les objectifs fixés.

CV is a written overview of a person's experience and other qualifications for a job opportunity.

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ATOUTS

Français



Anglais



Espagnol



Pack Office



Internet



EXPÉRIENCES PROFESSIONNELLES

ASSISTANT MARKETING

Création d'un portfolio de 200 clients

Développer un site internet jeune, moderne et facile d'utilisation

Travailler en étroite collaboration avec le Web- développeur & le Web designer

2013-2014 GOURMET, PARIS

ASSISTANT COMMUNICATION

Création d'un portfolio de 200 clients

Développer un site internet jeune, moderne et facile d'utilisation

Travailler en étroite collaboration avec le Web- développeur & le Web designer

2013-2014 CASINO, PARIS

COMMERCIALE

Création d'un portfolio de 200 clients

Développer un site internet jeune, moderne et facile d'utilisation

Travailler en étroite collaboration avec le Web- développeur & le Web designer

FORMATION



Aromatova Elena

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aromatova@mail.ru

Phone : 8-909-161-77-40

Work experience

children's club "Dvorik detstva"

20.09.2016 — 25.04.2017

art teacher

I made plans for classes and supervised the learning process.

Education

Interior Design

2011 — 2016

moscow power engineering institute

design of the educational environment

2016 — 2018

moscow pedagogical state university

Interests

I am 25 years old. I was born in Moscow. I still live there. I study at university. In future I want to be a teacher. I am unemployed at the moment/ I am looking for a job at the moment. When I have some free time I go to the gym. In my free time I usually read books, cooking for my family. My dream is to travel around the world

In my opinion I'm a very hard-working person. Sometimes I can be lazy. I often listen to other people's opinions but I make decisions on my own. My best qualities are patience and creativity.

COVER LETTER

Cover Letter

For employment

Job seekers frequently send a cover letter along with their curriculum vitae or applications for employment as a way of introducing themselves to potential employers and explaining their suitability for the desired positions

Dear Sir/Madam,

I would like to offer my designing services to your valued organisation. Having nearly 10 years of experience in web design, print and

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To the
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Instructions to write an interior designer cover letter

- A cover letter should always start with your contact details, date of writing, and the receivers information such as name, title and address.
- The first paragraph should inform the readers on how you came to know about the job opening. If it is an unsolicited letter, then describe something about the company that made you to apply. Be particular when distinguishing the position you are interested in.
- Be precise and relate your skills and experiences to the employers needs. State the projects you have handled. Mention about your interior-design qualifications and internship you have done.
- Try to appeal to the reader with the look of your cover by applying your designing. Let the readers see that you have applied your planning skills in writing the cover letter.

Aromatova Elena

Moscow Vrachebniy proezd 10/1

Phone: +7(909) 161-77-40 - Email: he-helen-aromatova@mail.ru

October04, 2017

Phillip Wright
Hiring Manager
ABC Decorators, Inc.
2500 Lighting Street
East Haven, CT 65125

Dear Mr. Wright,

Considering this as an opportunity to showcase my skills and talents for the Interior Designer position, currently available in your organization, I take this liberty to apply my candidature for the same. I have reviewed the job descriptions listed in the advertisement.

I graduated from Moscow power engineering University. I am proficient in computer programs : 3D max, ArchiCAD, photoshop. I have no experience, but it does not hurt to show me all the possibilities.

If you are looking for someone who can play comfortably with the complexities involved in interior designing, then I bet you will never find anyone better than me. I am sending my resume and a portfolio of all my projects. Please take out some time and go through it. You will not stop yourself from calling me for an interview.

Yours sincerely,

Aromatova Elena

Interview

You should prepare for the interview



Why are you interested in our company?	Чем вас заинтересовала наша компания?
Why did you come to this City?	Почему вы переехали в этот город?
What are your objectives in this field?	Каковы ваши цели в данной области?
What special aspects of your experience have prepared you for this job?	Какие особенности предыдущей деятельности подготовили вас для этой работы?
Can you describe one or two of your most important accomplishments?	Не могли бы вы рассказать о ваших наиболее важных достижениях?
Why did you leave your previous job?	По какой причине вы ушли с предыдущей работы?
What is important to you in a company?	Что является для вас важным в компании?
Do you prefer to working alone or in groups?	Вы предпочитаете работать самостоятельно или в команде?
Did you give presentations during your university/college?	У вас были публичные выступления за время работы в университете/колледже?
Did you have to use any computer programs frequently at the university? Which ones?	Вам часто приходилось использовать компьютерные программы в университете? Какие именно?
Have you taken a management development course?	Вы проходили курсы повышения квалификации руководителей?
What do you like to do in your free time?	Как вы любите проводить свое свободное время?

Advices for the interview

Shoude +	Shoud not -
Be positive	Don't be late
Be dressed officially	Don't smell
Be calm	Don't be drunk
Be self-confident	Don't be nervous
Explore the history of the company	Don't be rude



Thank you for your attention

Minimum \$500 p.w. + commissions

your response will be made available to

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Islands of the Great Barrier Reef, Queensland Australia.
Position Vacant: Island Caretaker
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Applications close: 22 February 2009 **Interviews:** 4 May 2009 **Announcement made:** 8 May 2009
Work begins: 1 July 2009

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