

Unit 11 CV and Job Application

Task 1 Speaking: Discuss with a partner

Have you ever applied for a job in science? Would you like to work in science? What skills and qualities would you need for such a career? If you are not interested in a scientific career, what kind of job would you like to apply for in the future? Can you think of any jobs that you would particularly hate to do?

What jobs do you associate with the following words – *challenging, stressful, well-paid, responsible, job satisfaction, variety*?

Things you might do at work. Choose some of the items and construct sentences.

Example: If I had to keep a record of everything I do, I would be very frustrated.

- work as a research assistant in the lab
- be responsible for projects
- do experiments
- write laboratory reports
- supervise more junior researchers
- be out in the field
- answer the phone
- give presentations
- write scientific papers
- make photocopies
- arrange meetings for your boss
- take the minutes at the meetings
- organize conferences
- keep a record of everything you do

(Adapted from: MCCARTHY, Michael, O'DELL, Felicity. *English Collocations in Use*. 2005. 190 s. CUP. ISBN 0-521-60378-1. ARMER, Tamzen. *Cambridge English for Scientists*. 2011. CUP)

Task 2 CV a) The essentials

Have you ever written a CV, cover letter or application form in English?

Do you think that the information you would include or the way you organise a CV in English is the same as in Czech? What would you say is the main difference between an academic and an industry CV?

Complete the blanks, the first letter is given:

1. There is no single correct f_____ of a CV.
2. Emphasise the skills, accomplishments and experience most r_____ for the reader and position.
3. Your strongest qualities should s_____ out when skimmed.
4. Arrange the information into categories in order of i_____.
5. The information within the categories should be in r_____ chronological order.
6. A_____ pronouns and jargon.
7. Do not include personal information, such as marital status, g_____ or date of birth.
8. Use bullet points rather than full s_____.

b) Sections of CV

- **Would you use all the heading (a-l) in your CV? Why/why not?**
- **What kind of information would you include under each heading? Make suggestions for each heading.**
- **How would you organise the sections in your CV? Put the list of headings in the best order.**

- | | |
|-------------------------|------------------------|
| a) Computer skills | g) Publications |
| b) Dissertations | h) Research experience |
| c) Education | i) Study abroad |
| d) Grants and awards | j) Teaching experience |
| e) Personal information | k) Technical skills |
| f) Presentations | l) Travel |

c) Improve your CV with power verbs

The following list of power verbs is to help you think of your skills, experience and achievements. Using "action verbs", as they are often called, will help you create a more powerful resume. Try not to use the same word over and over. Use a synonym instead.

A: accomplished, achieved, acquired, acted, adapted, addressed, adjusted, administered, advanced, advised, allocated, analysed, applied, appointed, approved, arranged, assessed, assigned, assisted

Write as many power verbs as possible starting with another letter.

d) Research collocations. Read these descriptions of their research by academics and then answer the questions below.

- a) Dr. Janeja: "We wanted to see if we could explain the fact that the expansion of the universe is accelerating."
- b) Dr. Finstein: "Our research questioned the notion that larger mammals only appeared long after the dinosaurs had died out."
- c) Prof. Li: "We carefully restricted our sample to people born within ten kilometres of the lake."
- d) Prof. Simons: "We wanted to build on existing research and offer new insights into the effects of stress."
- e) Dr. Andreas: "We really wanted to put into practice some of the research on e-learning to improve our present system."
- f) Prof. Horza: "We were hoping to instigate a new type of investigation."
- g) Dr. Tadeus: "We had no detailed plan at the outset; things developed as we went along."
 1. Whose team took a deliberate decision to do something?
 2. Whose team wanted to further the understanding of something?
 3. Whose team did not have a strategy for their research?
 4. Who wanted to start something that had not existed before?
 5. Whose team was interested in the application of something?
 6. Whose purpose was it to establish a reason for something?
 7. Whose research challenged an existing idea?

(adapted from McCarthy, M.; O'Dell, F. *Academic Vocabulary in Use*. Cambridge University Press, 2008)

Now imagine yourself in 50 years and review all your achievements. Use the collocations studied in this unit.

- e) **Read the advertisement below. Would you be a suitable candidate for the position? What information would you highlight in your CV to get across that you are a suitable candidate?**

Personal trainers wanted!

Health Body Fitness is looking for motivated personal trainers who enjoy working within a studio environment, helping everyday people achieve their health and fitness goals.

The successful applicant must have a friendly, outgoing nature and be proactive in achieving the challenges set for them. They will be passionate and enthusiastic about health and fitness and will be prepared to build and maintain current client base.

Health Body Spirit is Australia's fastest growing personal training studio franchise and will be nation wide in the next couple of years.

Education and qualifications

- Minimum Certificate III and IV in Fitness
- Senior First Aid Certificate
- Fitness Australia registration
- Valid insurance

Skills and experience

- Minimum 6 months personal training
- Excellent people management and communication skills
- Basic Microsoft Office knowledge

Please submit all applications to:

Linda Petrowski
General Manager
Health Body Spirit
lp@email.com.au
(08) 71 999 999

(<http://www.careerfaqs.com.au/careers/sample-resumes-and-cover-letters/personal-trainer-job-advertisement>)

Task 3 Cover letter

What is the purpose of the cover letter? Study the cover letter below and highlight useful phrases.

Alexis Jones
5/72 Heath Drive
Thatestown SA 5000
T: (08) 71 000 000
M: 0422 222 222
E: ajones@email.com

[date]

Linda Petrowski
General Manager
Health Body Spirit
Shop 2 George Street
Thatestown SA 5000

Dear Ms Petrowski

Re: Personal Trainer position

I wish to apply for the position of personal trainer at Health Body Spirit as advertised in *The Thatestown Tribune* on August 10.

I have been working as a personal trainer for the past four years, recruiting clients and working with them to obtain their goals and maintain motivation. I have a proven track record in retaining clients on a long-term basis with solid results. I have experience in boxing, circuit training and group fitness and specialise in obesity prevention, and injury management and prevention. I have a solid knowledge of anatomy, kinesiology and exercise physiology.

I am passionate about the fitness industry and am committed to improving the health and wellbeing of individuals. I approach my work with a high level of initiative, reliability, empathy and determination. I have outstanding communication skills and work well both autonomously and in team environments.

My qualifications, skills, experience and enthusiasm for the industry would make me a valuable trainer for your growing company. I am excited about the opportunity of joining Health Body Spirit and look forward to meeting with you to discuss the position further.

Kind regards

[sign here]

Alexis Jones

(<http://www.careerfaqs.com.au/careers/sample-resumes-and-cover-letters/personal-trainer-cover-letter/>)

Task 4 Interview

With a partner, go through the list of job interview questions and identify those that are particularly tricky or even illegal. Which question would take you by surprise?

- 1: Tell me about yourself.
- 2: Where do you see yourself in five years?
- 3: Are you willing to relocate?
- 4: Are you willing to travel?
- 5: Are you willing to work overtime?
- 6: What book are you currently reading?
- 7: What is the last movie that you saw?
- 8: What are your hobbies and interests outside of work?
- 9: What do you like to watch on television?
- 10: What jobs did you have as a teenager?
- 11: Who are your references?
- 12: May I contact your references?
- 13: Will you take a lie-detector test?
- 14: How do you feel about air travel?
- 15: Have you ever owned your own business?
- 16: How is your health?
- 17: What do you do to maintain your health?
- 18: Do you have any physical problems that limit your abilities?
- 19: What organizations are you a member of?
- 20: How do you balance career and family?
- 21: What is your greatest strength?
- 22: What is your greatest weakness?

(more at http://www.resumagic.com/job_interviews.html)