

Curriculum Vitae

Name: Donáta Jaroušková

Address: Svážná 6
Brno
Czech Republic

Tel: 544220515

Date of birth: 5/8/75

Age: 27

Education:

1980-1989 Basic School ZŠ Kotlářská 198, Brno

1989-1993 Gymnázium Křenová 36, 600 00 Brno (grammar school)

1993-1998 Masaryk University in Brno, Faculty of Science

Qualifications:

Maturita exam (school-leaving exam) – Czech language: 3(C),
English: 3(C), Biology: 1(A), Chemistry: 2(B)

Master Degree in Biology – 2

Work experience:

1992 Voluntary work in a local experimental laboratory
(Desford Chemical Services)

1993 Bar work, waitressing etc.

Sept. 1995- Feb. 1996 Casual work with Desford Chemical Services, three/four
days per week;

general assistance in the laboratories

March 1996- present Full-time work with Desford Chemical Services

Skills: fluent English; some computer literacy

Extracurricular activities: President of school parliament
Captain of school volleyball team
University representative in volleyball
Deputy in Faculty Senate 1996-1997
Secretary of faculty section of Friends of
the Earth

Interests: Keep-fit, cycling, reading, socializing

References:

Mr J Fořt
Head of Molecular Biology Dept.
Faculty of Science, MU Brno

Ms F Salová
Manager Lake Café
634 12 Jedovnice

Komentář [N1]: [vi:ta]

Komentář [N2]: Heading: Personal details:

Komentář [N3]: Bold used selectively, your name is obviously important, so you must make sure it stands out.

Komentář [N4]: + area code

Komentář [N5]: + email, (mobile phone)

Komentář [HN6]: Date written out in full.

Komentář [N7]: If you have mentioned your date of birth, your age will be obvious to the recipient.

Komentář [N8]: Education and qualifications listed together.

Komentář [N9]: Do not include basic education, only secondary, post-secondary, special seminars, summer schools, degrees obtained, expected, names and locations of schools.

Komentář [N10]: Include grades only if they are exceptional.

Komentář [N11]: full/part-time jobs, academic research projects, internships (zácvik AmEng), voluntary work: time, position, name, location, responsibilities

Komentář [N12]: Your recent job and experience first (in reverse chronological order)!!!

Komentář [N13]: something special? communicator? teamwork?

Komentář [N14]: Vacation jobs are OK, however, mention them only if relevant to the job.

Komentář [N15]: Never use "etc."

Komentář [N16]: Skills: computer literacy (be more specific), driving licence, languages (grade of fluency: conversational/fluent) ...

Komentář [N17]: Reconsider including this fact if applying to a conservative company.

Komentář [N18]: Keep the list short: one artistic, one sporting and one unusual interest. Don't put socialising which is taken as drinking!

Komentář [N19]: Include references only if asked for, in that case don't forget to inform those persons. If you are not asked, write 'available on request'.

Good Cover Letter

This is the way you should try to do it . . .

Fred Green
2 City Street
London
NW2 3HW

European Resources Ltd
Waterside House
46 The Shore
Edinburgh
EH6 6QU

6 July, 2007

Dear Sir/Madam,

I am writing to you regarding the advertisement your company placed in 'Scottish Recruitment' (18th June 2007) concerning linguistic related work.

I have recently completed a five year course in English and French at the University of Strathclyde and I am looking for a job that will allow me to maintain a high level of French whilst gaining experience in a business environment. I feel that the job advertised is well suited to the career route I aim to take. I am able to start immediately.

Please find enclosed a copy of my Curriculum Vitae which you will notice that I have spent a year in France as a teaching assistant; this enabled me to gain the confidence and application needed to converse in French to native speakers.

I hope that I might be considered for this position and look forward to hearing from you soon.

Yours sincerely,

Fred Green

INTERVIEW TIPS

BEFORE THE INTERVIEW:

Be Prepared!

Clothing: look beforehand what the company's people are wearing.

Come on time. Check the address well.

Do research. Look at job description, website, advertisement again.

Prepare answers for possible questions.

Have all your materials with you.

Take a deep breath before you enter the room; use a relaxation technique if necessary.

DURING THE INTERVIEW:

Beware of body language!

Look the interviewer in the eyes. Try to relax and be yourself.

Wait to see if the interviewer offers a hand first.

Use 'open' body language. Sit comfortably with arms unfolded. Don't lean on, fold hands, don't sit with your hands behind your head – you'll look arrogant. No wriggling on the chair, playing with collar, etc.

Don't sit with a bag or briefcase on your knee.

Smile, but don't laugh inappropriately.

Be positive and alert.

Mind what you are saying!

Listen carefully what is asked, ask if you don't understand (many people hear what they want to hear).

Don't criticize people from your last or existing job / school / college.

Don't blame others for your misfortunes. Show that you can get on with other people.

Answer questions positively. Use positive words such as 'enjoy', 'pleased', 'liked', 'satisfaction', etc.

Keep your answers relevant to the question.

At the end, thank the interviewer for seeing you. Don't blame others for your misfortunes.

AFTER THE INTERVIEW:

After an interview you can write down questions, answers etc. and use later (feedback)

➤ Typical interview questions

Education:

- What was your favourite subject? Why?
- What subject did you like least? Why?
- What grades did you get?
- Why did you stop your education at this point?
- How do you think your qualifications will help you with this job?

Skills and experience:

- Tell me about a time when you had to use (...) skill.
- What experience do you have at...?
- How would you use your skills to deal with this situation?
- Tell me about a situation you handled well.
- Tell me about a difficulty you have faced in relation to...

Personal:

- Tell me about yourself (this is a very common opening question).
- What are your strengths / weaknesses?
- What would a friend say is good / irritating about you?
- What would you say is your biggest achievement to date?
- What was the biggest difficulty you faced in your last / present job?
- Where do you see yourself in your career in five / ten years?
- Why should we give you this job?
- Why are you applying for this particular job?
- What personal interests do you have?
- What are your salary expectations for this job?
- Why did you leave your last job?
- I wonder whether you have any questions you would like to ask me?

'Oh no!' questions

- You had five jobs in a year?
- You didn't actually pass the course you attended?
- Your last job paid considerably less than the one before?
- You were sacked?
- You have been unemployed for a year?
- Your reference leaves a lot to be desired?
- This job seems like a backward step?

Some useful websites:

<http://www.prospects.ac.uk>

<http://www.kent.ac.uk/careers/>

Synthetic Organic Chemists

Company Name: Peakdale Molecular Limited

Job Title: Synthetic Organic Chemists

Industry: Organic Chemistry, Chemistry, Applied Chemistry, Analytical Chemistry, Biochemistry,

City: Derbyshire

Country: United Kingdom

Job Description:

Peakdale Molecular Limited Synthetic Organic Chemists

Synthetic Organic Chemists

Science doesn't stand still so why should you?

PEAKDALE MOLECULAR LIMITED is a successful and rapidly expanding business based in a multi-million pound, state-of-the-art research facility on a 4-acre site in Chapel-en-le-Frith, Derbyshire. Equidistant between Manchester and Sheffield in the beautiful Peak District, it benefits from plenty of affordable housing and a relatively low cost of living.

Our customers expect us to have innovative ideas to find novel compounds, design new drug molecules and develop commercially viable processes. We achieve this through harnessing the expertise of our highly talented and qualified teams of chemists and delivering real customer care. Currently we have a number of vacancies for synthetic organic chemists.

You'll be undertaking a variety of demanding projects and delivering these against customer expectations with particular emphasis on delivery on time, purity and volume parameters.

You will have recently finished or be about to complete, a PhD in synthetic organic chemistry. Strong communication skills and a hands on, proactive approach are prerequisites and our current growth patterns mean that we would like you to start as soon as possible.

We are committed to developing your skills in a challenging and rewarding team environment where you will be contributing directly to the profitability and development of the company.

We offer a highly competitive salary with performance related bonus and a benefits package that includes a non-contributory pension scheme, private healthcare/dental cover and share options. For more information about us visit <http://www.peakdale.co.uk>

Please send an up-to-date copy of your cv, together with a covering letter detailing your experience, to elaine.napier@peakdale.co.uk by 15th September 2006.

Online Ref: 87595 : Synthetic Organic Chemists

Don't forget to mention naturejobs when replying to this advert.

Contact Details

Email: elaine.napier@peakdale.co.uk

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Position **Research Scientist**
Organization Broad Institute
Location Cambridge, US Massachusetts
Date Posted 04 Oct 2006

[Apply online](#)

 **BROAD**
INSTITUTE Research Scientist
Full Time: 40 hrs

The Broad Institute seeks a highly qualified candidate to assume a principle role in the anti-malarial drug discovery program of the Infectious Disease Initiative. The candidate will be responsible for proposing and defending new drug targets, carrying out laboratory work to validate targets, developing screening and secondary assays, and carrying out high throughput screens. Will work in close collaboration with the chemists on the team, serve as an intellectual and technical resource, and design and carry out all experiments necessary to develop and advance candidate compounds. The work will include the molecular biology, biochemistry, genetics, and cell biology required to advance from concept to drug candidate. The ideal candidate will have had significant experience working with *P. falciparum*, having experience in both the molecular biology and biochemistry of the organism.

Qualifications:

Requires a Ph.D. or M.D. in a related discipline, and at least 3 years experience in a post-doctoral appointment or equivalent work experience.

Good knowledge of malaria and extensive experience in culturing *P. falciparum* is required. Ability to contribute to automation of Plasmodium cell culture and demonstrated success in grant writing are strong pluses. Experience in lab management and supervision, and excellent oral and written presentation skills required. Ability to work productively in a highly matrixed team environment is essential.

Excellent communication and interpersonal skills are required to ensure rapid progress in a highly diverse, multi-site team. Interested candidates may apply at:

www.broad.mit.edu/info/careers/index.html

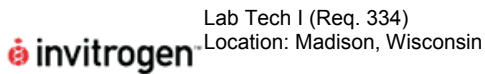
Please reference position number MIT-00003408. EOE.

Please mention ChemJobs.net when applying for this position.

Applying online is simple and immediate - **apply now** and the recruiter will receive your application instantly.

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Position **Lab Tech I**
Organization Invitrogen
Location Madison, US Wisconsin
Date Posted 30 Sep 2006



Lab Tech I (Req. 334)
Location: Madison, Wisconsin

Winning 7 out of 12 Life Science Industry Awards in 2006 was resounding confirmation of our achievements from the scientific community. Forbes named us to their list of the best biggest companies in America and Business 2.0 ranked us in the 100 fastest growing tech companies. And the list goes on.

Proud? You bet! Because behind it all, you will find our passionate people collaborating closely on the next industry breakthroughs. Every day we discover, invent and continue our quest, all in the name of science. The work is challenging, the rewards are exhilarating and the people are inspiring.

Position Summary

The Lab Tech I in the Lab Support Department is responsible for performing activities associated with the preparation of manufacturing solutions and materials to be used the production of products.

Position Details

Candidate is responsible for general lab neatness, sterilization, cleaning as well as routine checks and log entries on freezer/refrigerator temperatures, safety equipment, and water quality. Will also oversee materials and/or finished goods received on a daily basis, which includes verifying the quantities and documentation provided.

Education Requirements

Must have completed basic chemistry coursework with an understanding of solution preparation. Can be working towards degree. A.A. or B.S. preferred.

Experience Requirements

No previous experience necessary. Lab exposure a plus.

Apply Online

https://invitrogen.recruitmax.com/MAIN/careerportal/Job_Profile.cfm?szOrderID=334&szReturnToSearch=1&szWordsToHighlight

Please mention ChemJobs.net when applying for this position.

PhD Positions in Organic Chemistry in Italy and Germany

Company Name: University of Nottingham

Job Title: PhD Positions in Organic Chemistry in Italy and Germany

Industry: Organic chemistry, Chemistry

City: Various

Country: Various

Job Description:

PhD Positions in Organic Chemistry in Italy and Germany

University of Dortmund (1 Position)

University of Sassari (2 Positions)

As part of the prestigious EU-funded Marie Curie INDAC-CHEM Training Site **up to 3 PhD positions in Asymmetric Catalysis and its Applications to Target Synthesis** are available with start dates from Oct 2006 to March 2007.

These contracted Fellowships offer a generous salary and the opportunity of working within an international chemistry programme involving researcher mobility between four leading-edge laboratories collaborating, in English, in this area.


Applicants must hold an appropriate first degree qualification in chemistry and **have an EU nationality other than that of the country in which the PhD Training is to take place.**

Applications should be made directly to: Prof. Norbert Krause (for the Dortmund PhD post, norbert.krause@uni-dortmund.de) Prof Serafino Gladiali (for the Sassari PhD posts, gladiali@uniss.it)

Details of the INDAC-CHEM programme: www.nottingham.ac.uk/chemistry/indac-chem/

Don't forget to mention Chemsoc.org when replying to this advert.

Contact Details

Website:  www.nottingham.ac.uk/chemistry/indac-chem/