

# CURRICULUM VITAE

## Discuss with a partner:

1. If you could choose any job in the world, what would it be?
2. Have you ever applied for a job? How did you do it?
3. Do you have any experience with CV writing?

**1. Writing:** Work in small groups. First, write your CV individually, then compare your work in the group. Can you see any similarities or differences?

## 2. Compiling a CV

<http://www.bbc.co.uk/worldservice/learningenglish/business/getthatjob/unit2cvs/page1.shtml>

Do the exercise to complete the instructions and take notes.

## 3. Are these tips true or false?

1. Employers don't care what CVs look like, they want the facts about applicants.
2. Companies only receive a few applications for each position.
3. You should spread your points out on the page.
4. You should include as much information as possible.
5. It is better to focus on key facts only.
6. The most important features are that it is easy to read and looks good.
7. A good CV will guarantee a good job.

**4. Headings:** Most employers would expect to see some headings in a CV.

Would you include all these headings in your CV? Why / Why not?

- |                                |                               |
|--------------------------------|-------------------------------|
| a) <i>Computer Skills</i>      | e) <i>Presentations</i>       |
| b) <i>Dissertations</i>        | f) <i>Research Experience</i> |
| c) <i>Education</i>            | g) <i>Study Abroad</i>        |
| d) <i>Personal Information</i> | h) <i>Teaching Experience</i> |
|                                | i) <i>Travel</i>              |

## 5. CV Power words and phrases ...

In order for your CV to place you ahead of the competition, it is essential that you project yourself as being a highly motivated and successful individual. The below list of words and phrases have been selected with this in mind. Have a look through these and use them in your CV, covering letter and application forms so as to ensure maximum impact.

quoted from [portal.surrey.ac.uk/.../1993580ABCD84B34E04400](http://portal.surrey.ac.uk/.../1993580ABCD84B34E04400)

### Phrases

- |  |                                |
|--|--------------------------------|
| • Extensive academic/practical background in | • Succeeded in                 |
| • Experienced in all aspects of              | • Experience involved/included |
| • Knowledge of                               | • Successful in/at             |
| • Experienced as                             | • Reported to                  |
| • Extensive training in                      | • In charge of                 |
| • Proficient/competent at                    | • Now involved in              |
| • Provided technical assistance to           | • Familiar with                |
| • Worked closely with                        | • Assigned to                  |
|  | • Instrumental in              |

### Words

Ability	Capable	Prominent	Substantial	Genuine	Punctual	Thorough
Achieve	Lasting	Definite	Loyalty	Resilient	Advance	
	Dependable	Merit	Desirable	Helpful	Notable	Reputable
Determined	Opportunity	Responsible	Appreciate	Effective	Perseverance	Salient
	Approval	Efficient	Improvement	Practical	Aspire	Enhance
Ingenuity	Prestige	Enthusiasm	Integrity	Proficient	Stability	Excellence
	Initiative	Progress	Success			

## JOB ADVERTISEMENTS

Scan the texts to identify what skills and qualifications are looked for by companies. Do you possess them?

### Peakdale Molecular Limited 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 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. 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](mailto:elaine.napier@peakdale.co.uk) by 15th September 2006. **Email:** [elaine.napier@peakdale.co.uk](mailto:elaine.napier@peakdale.co.uk)

---



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](https://invitrogen.recruitmax.com/MAIN/careerportal/Job_Profile.cfm?szOrderID=334&szReturnToSearch=1&szWordsToHighlight)  
Please mention ChemJobs.net when applying for this position.

To answer the question about your qualifications and skills, do the following activity:

### **Audit of your experience and achievements**

<http://www.kent.ac.uk/careers/sk/skillspersonalprofile.html>

#### **Academic study**

courses +skills you have developed on them
projects
period of time abroad
language courses
computing courses
professional examinations
leading seminars
making presentations
evidence of meeting deadlines,
teamwork, data analyses
solving problems

#### **Work**

full/time / part/time / temporary / voluntary/ abroad / shadowing / work relevant to the job you want  
*note down the evidence of:*

working in a team
leadership
office skills
computer skills
working under pressure
responsibility taken

#### **Extra-curricular activities**

member of clubs, societies + responsibilities
creative activities orchestras, drama groups, magazines
artistic, musical, sporting abilities +awards
charitable work, fundraising
holidays, travel what you gained from this

#### **Other skills**

driving licence, prizes, ...

#### **Strengths and Limitations**

What are my key strengths?
What are my main limitations?
List three ways in which you might be able to convert each limitation into an opportunity
The things that prevent me doing my best are:
What type of job(s) would you like to do?
Why are you interested in it?
Why are you suited to it?

What are the key skills and personal characteristics of chemists at work ? Highlight them in the text. Describe some occasions when you showed that you have these characteristics.

### **Careers in Chemical Technology**

Technicians are people on the go. They often work in more than one laboratory, monitoring experiments and procedures. They must be able to manage multiple projects simultaneously. They have high mechanical aptitude, are creative, and have good observation skills. They describe themselves as problem solvers and say they are self-starters with the ability to think for themselves. Technicians are people who are able to work with their hands, think analytically, and pay attention to detail. Other important qualities include a desire to learn new skills, a willingness to accept responsibility, and a commitment to finishing projects.

### **Biochemistry**

Biochemists are curious about the chemical origins of life, the cell, the effects of organisms on the cell, and how altering conditions can improve life on earth. They are creative, imaginative, hardworking individuals who enjoy interacting with other scientists to discover applications for their work. Perseverance is a key to success. Because they often work in teams, biochemists must be cooperative and able to work well with others. Oral and written communication skills are essential. Biochemists usually establish an area of expertise, but diversity and flexibility are essential when working with other disciplines.

### **Analytical chemistry**

Good laboratory and mechanical skills and the patience to perform sometimes tedious procedures is necessary for precise and accurate measurements. Good communication skills and the ability to learn about and keep up with new techniques and instrumentation and technology are essential for troubleshooting and problem solving.

### **Forensic Chemists**

Versatility and patience are the most often cited qualities of a forensic chemist. Forensic chemists must be able to spend hours rigorously applying analytical techniques to evidence and then defending their work in a court of law. They must be able to clearly and concisely answer challenges to their findings. Integrity is also an important characteristic, because it is not unusual for the different interests in a case to try to sway the forensic chemist's position.

### **Organic chemistry**

Like any other discipline, organic chemistry requires that the practitioner possess and cultivate a set of desired personal characteristics often called "What Counts" factors. These include creativity and innovation, technical mastery, problem solving ability, initiative and follow-through, leadership, ability to work with others (teamwork), and good oral and written communication skills.

### **Inorganic Chemistry**

Creativity and having the ability to think abstractly are two of the most common characteristics inorganic chemist ascribe to themselves. They often say they have always liked taking things apart to figure out how they worked. They enjoy exploring ideas and tend to be extremely tenacious when involved in solving a problem. As a group, inorganic chemists say they are very verbal and expressive about the work they are doing.

### **Physical Chemistry**

Physical chemists generally describe themselves as having a strong curiosity about how things work at the atomic level. They enjoy working with their hands as well as with instruments and computers. Their varied interests predispose them to undertake the interdisciplinary studies that help them excel in this field. Many describe having been drawn to physical chemistry because of the importance of math and physics to the field, sometimes noting the similarity of the discipline's processes to those of engineering. As physical chemists, they are also often able to combine their knowledge and love of chemistry to make discoveries that have social, economic, and personal value.

### **Biotechnology**

A chemistry student interested in entering this field should keep in mind the interdisciplinary nature of biotechnology. While it is important to have a strong background in your own discipline, scientists must have the mental flexibility to pick up and incorporate other approaches. Most work is done in teams, making strong communication and interpersonal skills vital to success in this field.

<http://www.acs.org/content/acs/en/careers/whatchemistsdo/careers/chemical-technicians.html>