

8. APPLYING FOR A JOB I

1. SPEAKING. Lead-in discussion.

- If you could choose any job in the world, what would you choose? Why?
- Can you think of any jobs that you would particularly hate to do? Why?
- Have you ever applied for a job?
- Have you ever had a part-time-job? Which one?
- What are you planning to do you do after completing your studies?
- Where will you look for a job?
- When you find an advertisement offering a job you would be interested in, what will you do?
- When applying for a job what will you need to prepare?

2. LISTENING. Lecture: Introduction to Chemistry (MIT Open Courseware).¹

a) Listen to the first part of the lecture (0:00-06.05)-answer these questions:

- 1) What college did both the lecturer, professor Cathy Drennen, and the actress Klisa Kudrow attend?
- 2) What did Lisa Kudrow go to the college to study?
- 3) What did the lecturer go to study?
- 4) What did they major in?
- 5) What are their professions?
- 6) Did the lecturer like chemistry at high school?
- 7) Why did the lecturer take freshman (first-year) chemistry at the university?

b) Watch another part (06.05-8.24).

What topics is this the lecturer covering in the course this semester? Take notes.

c) Watch the last part (8.24-8.46).

Note down all kinds of chemistry the lecturer mentions.

4. READING. How do scientists work?

a) Form correct questions about the work of a scientist

1. What instrument / the scientist / use?

Question:

Answer:

2. What / the instrument / good / for?

Q:

A:

3. What / the scientist / want to find out?

Q:

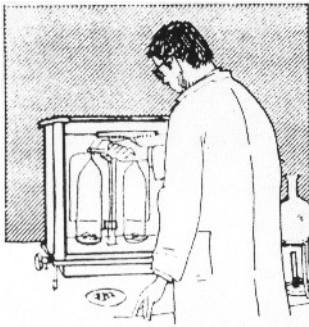
A:

4. What / the scientist / study?

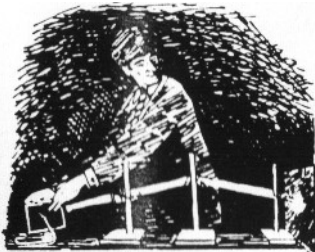
Q:

A:

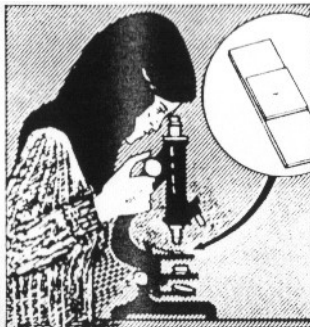
b) Now read the text about the work of a chemist (Student A), a physicist (Student B) and a chemist.² Answer these questions.



This man is a chemist. He is using a balance to weigh some copper sulphate crystals. Beside him is the apparatus which is used to make the crystals. Copper sulphate (CuSO_4) is composed of three elements –copper, sulphur and oxygen. It is a compound. Compounds are substances which consist of two or more elements. Chemists not only analyse compounds but also combine elements to form compounds.



This man is a physicist. He wants to find out something about the colours in the spectrum. He is using lenses and a prism to produce these colours from a beam of white light. Physicists study not only light but also sound, heat and electricity.



This woman is a biologist. She is using a microscope to examine a blood sample. She wants to find out the number of red blood cells in the sample. She can only see these cells through a microscope because they are so small. A microscope is an instrument which magnifies very small objects. A biologist studies all forms of life and often needs the help of a microscope. Some living things consist of only one cell.

c) Find partners from the other group (Student A/B/C). Tell them the answers to your questions. From your notes, describe the work of a scientist. Compare the three people. What do they have in common? What are the differences?

5. All of the following sentences could be used to describe jobs. Which of them do you associate with these jobs?

research worker

laboratory technician

teacher

manager.

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ It's well-paid. ▪ It's badly-paid ▪ It's challenging. ▪ It's stressful. ▪ It's hard work physically. ▪ You work long hours. ▪ You have to work shifts ▪ You need to be talented. | <ul style="list-style-type: none"> ▪ You need special training and qualifications. ▪ You need good people skills. ▪ There's a lot of job satisfaction. ▪ There's a lot of variety. ▪ There's a lot of responsibility. ▪ There's a lot of opportunities |
|---|--|

6. Things you might do at work. Choose some of the items and construct sentences.³

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

(more adjectives see below)

- 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 more
- make appointments for your boss
- make sure he keeps his appointments
- answer the phone
- give a presentation
- 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
- set yourself targets
- do your best to achieve your goals
- every morning you make a list of everything you need to do

enthusiastic
inspired
excited
impressed
amused
amazed
happy
satisfied
content

relaxed
motivated
proud
fascinated
interested
grateful
delighted
exhilarated

angry
annoyed
irritated
frustrated
upset
furious
tense
under stress
depressed

fed-up with
confused
nervous
unhappy
disgusted
panicky
exhausted
discontented

7. WRITING A CV. What information should be included in a CV?

What is wrong with the first CV? Study the opinions of a professional CV writer who has added the notes on the right. Locate them in the text (A-F) and compare the results with your partner.

Can you suggest some improvements (layout, letter types, information selection, etc.)?

Curriculum Vitae

Name: Blanka Slaná
Address: Svážná 6
Brno **A**
Czech Republic
Tel: 544220515
Date of birth: 5/8/75
Age: 27 **B**

Education:

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

1993-1998 Masaryk University Brno, Faculty of Science

Qualifications:

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

Magistr Degree in Biology - 2

Passable French; some computer literacy **D**

Work experience:

G

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

1993 Bar work, waitressing etc. **E** at the International Brno
Trade Fair

1994 Waitressing at the Lake Café, Jedovnice

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

Activities at school and faculty:

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 **F**

Interests:

Keep-fit, cycling, reading

References:

Mr J Fořt
Head of Molecular Biology Dept.
Faculty of Science, MU Brno
Brno, 600 00

Ms F Salová
Manager
Lake Café
Jedovnice, 634 12

1. *If you have mentioned your date of birth, your age will be obvious to the recipient*
2. *Reconsider including this fact if you are applying to a very conservative company. You don't want to be labelled a "hippie" before you even arrive*
3. *Include grades only if they are exceptional*
4. *This sounds weak - be more specific*
5. *Never use "etc."*
6. *What about the post code?*
7. *Write most recent job first*

Curriculum Vitae

Personal Details

Name: **Blanka Slaná**

Address: Svážná 6
600 00 Brno
Czech Republic

Tel: +420 544 220 515
Mobile: +420 602 123 456
E-mail: blan@sci.muni.cz

Date of birth: 5 August 1975

Nationality: Czech

Languages: Fluent English, conversational French

Computer literacy: WordPerfect, Lotus 1-2-3

Bold used selectively. Your name is important so make sure it stands out

Much better to have the date written in full

"Conversational" and "fluent" are the only words to use about languages

Marketable skills are more prominent

Education and Qualifications

1989-1994 Gymnázium Křenová 36, 600 00 Brno (grammar school)
Maturita exam (school-leaving exam) – Czech, English, Biology, Chemistry

1994-1999 Masaryk University Brno, Faculty of Science

Degree: Mgr. (Magister) in Biology

Education and qualifications listed together. Keep strictly chronological

Work Experience

March 1996-present DESFORD CHEMICAL SERVICES Assistant
Sept. 1995-Feb 1996 ZOO Brno – Assistant
Summer 1994 LAKE CAFÉ, Jedovnice – Waitress
Autumn 1993 INTERNATIONAL BRNO TRADE FAIR – Waitress
Summer 1992 DESFORD CHEMICAL SERVICES – Volunteer

University Positions Faculty Senate Deputy
- required to prepare reports

Positive expansion on achievements. It's vital to highlight student activities.

Interests Aerobics, volleyball, cinema, theatre, reading

References Available on request

Space not wasted by names and addresses. You should mention references if they are very impressive.

8. Study the corrected version of the CV. What are the essentials of the CV?
9. **HOMEWORK.** Write your own CV in English. You can say the truth or invent something. You are applying for one of the advertisements below.

A) 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 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/

B) 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

C) Broad Institute

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

 **Apply online**



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.

D) Invitrogen

[Back to results](#)

[New search](#)

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.

Sources: ¹ MIT Open Courseware. Available at

<http://ocw.mit.edu/courses/chemistry/5-111-principles-of-chemical-science-fall-2008/video-lectures/lecture-1/>

² Bates, Martin and Dudley-Evans, Tony: *Nucleus of General Science*. Adapted from Marie Sabolová

³ Adapted from: MCCARTHY, Michael, O'DELL, Felicity. *English Collocations in Use*. 2005. 190 s. CUP. Lesson adapted from Hana Němcová and Milada Pavlovová.