

## Writing a resume / CV

1. What is the difference between a **résumé** and a **CV**? Work in pairs, then watch a video and check your answers.
2. What is the **purpose** of writing a CV?
3. Have you **ever written** it?
  - a. YES (When, what purpose, what language...)
  - b. NO (need to write it in the future? Why?)
4. What **headings** does a CV usually have?
5. What **skills** in general do undergraduate/graduate students of chemistry need?

### 6. Academic vocabulary

*Can you brainstorm for nouns that the verbs below might collocate with?*

performed	worked	gained	delivered	won	assisted	created	administered
co-presented	guided	demonstrated	built	analysed/researched	attain		
supervised	trained	participated	demonstrate	experienced	awarded	have	

**Now match the verbs and the nouns that they collocate with:**

experience	science clubs for children
(co)-present	a good mark
gain	in experiments
attain	findings (at a conference)
participate	a grant
be awarded	experience
assist	laboratory work of students
build	the 3 <sup>rd</sup> place in a competition
deliver	sb. on st.
guide and supervise	the effects of a chemical
demonstrate	a questionnaire
administer	an ability
train	studies
analyse (research)	relationships
win	how sb. deals with st.
perform	sb. with investigating

**Fill in the missing verbs:**

- \_\_\_\_\_ questionnaire research
- \_\_\_\_\_ the ability to work unsupervised in a professional laboratory
- \_\_\_\_\_ assay studies such as enzyme kinetics and inhibition using UV-visible spectrophotometry
- \_\_\_\_\_ the effects of a chemical introduced into human plasma samples to investigate whether a correlation exists between drug metabolism
- \_\_\_\_\_ effective working relationships with the participating schools
- \_\_\_\_\_ after-school science clubs to primary school children
- \_\_\_\_\_ professor with investigating Lake Makatawa sediments
- \_\_\_\_\_ and \_\_\_\_\_ laboratory work of General and Organic chemistry students
- \_\_\_\_\_ students on laboratory equipment
- \_\_\_\_\_ research findings at local research colloquium
- \_\_\_\_\_ in small groups to plan and carry out over 20 laboratory experiments
- \_\_\_\_\_ good practical experience in using specialist software to capture and analyse numerical data
- good teamwork helped to \_\_\_\_\_ the highest mark (86%) for project presentation made to panel of lecturers and industry professionals

14. \_\_\_\_\_ the 3<sup>rd</sup> place in an international chemistry competition for university level students
15. \_\_\_\_\_ how the team dealt with various environmental issues
16. \_\_\_\_\_ college grant to further research on the synthesis of kalkitoxin.  
Worked in collaboration with Professor John D. Black and two postdoctoral researchers.
17. \_\_\_\_\_ inorganic chemistry focus group and its website
18. \_\_\_\_\_ experience of various molecular techniques from taught courses including DNA extraction, PCR, ELISA & Gel electrophoresis

7. **Targeting a CV to an advert: Read the advert below and underline the parts that state the required skills/characteristics/previous experience etc.**

## Example job advert

### **Analytical chemist - Biofuel Industry**

Salary: £840 per month

Location: Milton Keynes

Our client is a Carbon Trust sponsored start-up company developing cost efficient processes for fuel production from biomass.

**The role:** This is a fantastic opportunity with an exciting Clean Tech start-up. Our client requires an analytical chemist to help set-up and organise the lab facilities.

**Skills required:** You will be a recent graduate, having completed as a minimum a Bsc in Chemistry, specifically with experience of Organic or Analytical Chemistry.

You will be a dedicated individual, comfortable with the uncertainties and pressures of a fast moving new company. You will be able to demonstrate creativity, common sense and a can-do attitude plus proven scientific expertise.

You will have worked in a lab before, and have a good understanding of what it takes to keep facilities running with regards to Health & Safety, supplies and waste streams in accordance with good lab practice guidelines.

Now read the CV below and try to identify parts that correspond to the requirements from the advert:

## CV example targeted to job advert above

### Cameron Monroe

21 Hollybusy Avenue, London E2 9PR  
cameron\_monroe@yahoo.co.uk  
07812 996654

You do not have to include a profile. Cameron has used his to emphasise some of his most recent experience. If you do include one, keep it brief and achievement focused.

#### PROFILE

*Experience of analytical chemistry* - studied principles of chemical equilibrium and accuracy of measurement including high performance processes like GC/MS; achieved a 1st for this module.

*Comfortable with pressures of a start up* - commended for my dedication and drive by co-founder of SabbaTech during my STEP Summer Placement, May 2011.

*Lab experience* - experience of working in commercial research and academic laboratories where I worked well under pressure and delivered to tight deadlines.

For most students and graduates 'Education' comes before your work history. However, if you have a lot of relevant industry experience, you might choose to swap these sections.

#### EDUCATION

2009 – 2012 BSc Chemistry  
Queen Mary, University of London

Highlight the components of your degree most relevant to the job.

Each year included study of organic, inorganic and physical chemistry.  
**Relevant modules:** Foundations of organic chemistry, analytical chemistry, constructing organic molecules and advanced experimental chemistry.

Add specific and tangible outcomes or testimonies where possible.

- *Chemistry project* – “The chemical conversion of waste vegetable oil to biodiesel”  
Built a processor to convert waste oil from fryers in the university cafeteria to biodiesel that was used to power the back up generators for the same cafeteria.  
Received a 1st class distinction for this project.

Minimum space taken up by school as this is now less relevant than university.

2002 – 2009 William De Montfort School, Essex

A Levels: Biology (A), Chemistry (A), Physics (B)  
AS Level: Sociology  
10 GCSEs: including Mathematics (A) and English (B)

If you don't have experience in the field, just group all of your experience together under a header such as 'Work Experience' or 'Work History'.

#### SCIENTIFIC EXPERIENCE

May 2011 - Sept 2011 Shell STEP Summer Internship  
Amcardo Ltd, Cambridge Science Park

This experience wasn't paid or in a work environment and only lasted a few weeks, but is still a useful showcase for one of the skills the employer is seeking.

- *GC/MS Experience* – responsible for analysis of test samples using GC/MS, HPLC methods. Used this method consistently for four months and trained a junior lab technician in the GC/MS.
- *Common sense/initiative* – set up and ran my own project from a brief and kept it running while observing Health and Safety requirements, supplies and waste streams.

Jan 2011 2nd year Chemistry Poster Competition, 1st prize  
Queen Mary, University of London

- *Proven scientific expertise* – produced a poster presenting “A synthetic approach toward cytotoxic bromotyrosine alkaloids”

• *Can-do attitude* – shadowed and assisted the research team of Professor Featherstone, at Queen Mary to understand the basic principles before completing my study.

**OTHER WORK EXPERIENCE**

Oct 2009 - present      Team Member  
Pret a Manger, London Victoria

• *Fast paced environment* – worked in a team of six people demonstrating flexibility and aptitude for front of house co-ordination. Became senior trainer for new inductees for the last 20 months, as a result of my good performance.

**OTHER SKILLS**

IT: Intermediate level Word, Excel, Access and Powerpoint  
Languages: Conversational German

**LEISURE ACTIVITIES**

Music: Enjoy playing the guitar and going to live music festivals  
Travel: Independent travel around Germany this summer and planning a trip to Iceland in 2013

**REFEREES**

Dr T Ester Senior Lecturer Queen Mary University of London Email: t.ester@qmul.ac.uk	Ms J Sampson Pret a Manger London Victoria Station Email: j.sampson@pret.com
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*Start with the most recent activity and work backwards.*

*Shows initiative and that you can turn your part-time job from something you 'just' do to earn cash to evidence of skills valuable to future employers.*

*Evidence has been provided for all the requirements in the job advert, so this candidate has a real chance of getting offered an interview.*

*You don't have to include this, but some employers like to know what you do in your spare time. Keep it brief!*

*If your travel has been challenging, you may be able to use it as a source of evidence for your skills.*

*Ask your referees before you list their details. If you are not able to disclose names, you can state "References available on request."*

Source: <http://www.careers.qmul.ac.uk/docs/Departments/86458.pdf>

8. Assignment - writing your own CV.