

# Getting Started with Your Career

- Applying for research funding
- Writing up a résumé or CV

## I. Applying For Research Funding

1. Eriko is from Japan and will soon complete a PhD in biotechnology in London. She is discussing the next stage in her career with her supervisor, Susana. Listen to part of their conversation and tick the options which interest her and put a cross next to the options which do not.

- |   |  |
|---|--|
| <input type="checkbox"/> teaching (undergraduate) students            | <input type="checkbox"/> discussing theory         |
| <input type="checkbox"/> doing post-doctoral research                 | <input type="checkbox"/> doing practical fieldwork |
| <input type="checkbox"/> supervising a research team                  | <input type="checkbox"/> staying in London         |
| <input type="checkbox"/> finding a permanent position at a university | <input type="checkbox"/> finding a well-paid job   |

2. Read the following extract from a website and then, in pairs, answer the questions below.

1. Can an organisation apply for this scholarship?
2. Would you be interested in applying for SARF? Why / why not?
3. What information might you need to include on your application form?
4. What are the advantages of attracting scientists 'with future potential for leadership in their field' to a country?

3. Eriko has decided to apply to SARF and has downloaded an application form. Look at the list of sections on the form (1 – 10) and match each one to Eriko's notes on the information she needs to provide (a – j)

Sheridan  
Australian

S  
A  
R  
F

### APPLICATION FORM

1. APPLICANT
2. CURRENT APPOINTMENT AND ADDRESS
3. LOCATION OF PROPOSED STUDY
4. SPONSOR'S RECOMMENDATION
5. DEPARTMENTAL SUPPORT
6. PROJECT TITLE
7. PROJECT SUMMARY
8. DETAILS OF PROPOSED RESEARCH
9. BUDGET
10. NOMINATED REFEREE WITH PERSONAL KNOWLEDGE OF APPLICANT

### About

The Sheridan Australian Research Fellowship (SARF) aims to develop science in Australia by attracting outstanding scientists in their field to continue their research in an Australian university or research institution. SARF fellowships are awarded to individual scientists with future potential for leadership in their field. Successful applicants receive a 5-year grant covering salary, travel and relocation costs



- a. an explanation of how I'll do the research and why it is important
- b. a short description of what I'll research
- c. a statement from a senior researcher explaining why I'm a suitable applicant
- d. how much I plan to spend on my research
- e. the job I do now
- f. the name of someone to support my application
- g. what I'll call my research
- h. permission from my head of faculty to use his /her resources
- i. where I plan to study
- j. my personal info

## II. Writing up a résumé or CV

### a. In pairs, discuss the following questions.

1. Have you ever applied for a job in science? If not, what kind of job would you like to apply for in the future?
2. Which of the following documents are job applicants usually asked for in your country?
  - application form
  - biodata
  - cover letter (covering letter)
  - résumé or CV (curriculum vitae)
3. Have you ever written one of these documents in English?
4. Do you think that the information you include and the way you organise a resume or CV in English will be the same as a résumé or CV in your own language?

### b. Section 1 of the SARF application form asks applicants to include a copy of their CV. Look at the list of possible headings for a CV (a-l) and then answer the following questions.

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

a. <input type="checkbox"/> computer skills	g. <input type="checkbox"/> publications
b. <input type="checkbox"/> dissertations	h. <input type="checkbox"/> research experience
c. <input type="checkbox"/> education	i. <input type="checkbox"/> study abroad
d. <input type="checkbox"/> grants and awards	j. <input type="checkbox"/> teaching experience
e. <input type="checkbox"/> personal information	k. <input type="checkbox"/> technical skills
f. <input type="checkbox"/> presentations	l. <input type="checkbox"/> travel

- c. 1. Eriko is getting advice from Susana about writing her CV. Use the list in Exercise b to complete the headings Eriko will use.
- Personal Information
  - (1) -----
  - Research Experience
  - Technical Skills
  - (2) -----
  - Publications
  - (3) \_\_\_\_\_ and (4) \_\_\_\_\_
  - Presentations
- c. 2. Look at Eriko's list in Exercise 3 and compare it with your ideas from Exercise b. Did you choose the same headings and put them in the same order as Eriko? If not, what is different?
- c. 3. Listen to the conversation again. What TWO things does Susana say about how a CV should be organised?
- d. In pairs, look at an extract from the CV of a student, Carlos. According to Susana's advice in Exercise c.3. does Carlos need to make any changes to what he has written?

<b>CURRICULUM VITAE</b>		
Carlos Manuel Alvarez		
<b>PERSONAL INFORMATION</b>		
Address: 3 Woodstock Drive London SE17 1WY	Email:	cma007@gmail.com
	Home Phone:	020 8083 8833
	Mobile:	07979 122177
	Nationality:	Spanish
<b>EDUCATION</b>		
1994-1999	Instituto El Burgo De Las Rozas, Madrid	
1999-2001	Collegio Madrid Bachillerato	
2001-2006	University of Barcelona, Spain Licenciatura en Ciencias (Equivalent to BSc + MSc) Grade: 8.26/10 Courses studied included: Wetland Plant Ecology; Plant Population Ecology, Plant Diversity	
2003-2004	Exchange student to Bristol University, UK	
2005-2006	Final year research project: <i>'Developing botanical indicators for integrated coastal habitat management'</i>	
2008-Present	University of Seville PhD candidate	

- e. When adding details to your CV, it is a good idea to use bullet points rather than full sentences. Look at the following revisions to another part of Carlos's CV and then answer the questions below.

One of my research focuses was to examine the relationship between vegetation and the hydroperiod by producing detailed graphical profiles.

The research for my PhD focused on the analysis of the intra- and inter-annual variability of perilagoonal vegetation.

• Produced detailed graphical profiles to examine the relationship between vegetation and hydroperiod.

• Analysed the intra-and inter-annual variability of nerilagoonal vegetation.

1. What kind of word comes first in each bullet point? How is this word formed?
2. Why does he move to examine the relationship between vegetation and the hydroperiod to the end of the first sentence?

- f. Rewrite the following sentences as bullet points.

1. My main research focus was to generate specific carbohydrate oligomers by using pure cloned enzymes.

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2. During my project, I focused on the creation of a new CD4 positive HeLa cell clone.

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3. As part of the Cell Wall Genomics team, I have developed sensitive methods to determine the fine structure of pectins in maize.

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4. I have been involved in investigating the way the myocardium adapts following exercise, particularly the adaptation that takes place at the sub-cellular level.

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