2.3 New Job

1 Read this section of a CV and answer the questions below.

CURRICULUM VITAE		
PERSONAL INFORMATION		
Surname(s) / First name(s)	PETERSONS Anna	
DESIRED EMPLOYMENT	Senior Audio Maintenance Technician	1
WORK EXPERIENCE		
Dates	September 2006 – present day	2
Occupation or position held	Audio maintenance technician	3
Main activities and responsibilities	Maintain digital audio equipment, make recordings, do troubleshooting and repairs, buy new equipment	4
Name and address of employer	Omega Studios, Riga, Latvia	5
Type of business or sector	Electronics, entertainment, media	6
WORK EXPERIENCE		
Dates	2003 – 2005	7
Occupation or position held	Technician	8
Main activities and responsibilities	Repair video and DVD equipment	9
Name and address of employer	Comet Electronics, Riga, Latvia	10
Type of business or sector	Electronics	11
EDUCATION AND TRAINING		
Dates	2005 – 2006	12
Title of qualification awarded	Diploma in Audio Technology	13
Principal subjects/occupational skills covered	Audio electronics, studio equipment, digital audio technology, editing, acoustics	14
Name and type of organisation providing education and training	Thames Valley University, London, UK	15

1. What is Anna's surname?	
2. What job does she want to have?	
3. Where does Anna work now?	
4. What is her job description?	

LIVEWORKSHEETS

5. Where did she work in 2004?	
6. What were her responsibilities then?	
7. What qualification does she have?	
8. Where did she study?	

2 Scan the adverts below. Choose the best job relevant to Anna's career plans, qualifications and work experience.

1

WANTED

Experienced ELECTRONICS ENGINEER at Summit Elektronika

Main Duties: Responsible for a digital audio studio upgrading project. You will supervise a team of senior and junior audio technicians and maintenance staff.
Qualifications Required: a degree in electronics or audio technology
Experience Required: At least five years' experience of audio project management

Send your CV to: Summit Elektronika, PO Box 22, Berlin 10117.

2

WANTED

Experienced AUDIO-VISUAL TECHNICIAN at Bond Film Studios

Main Duties: Maintain and repair film cameras and audio-visual equipment, purchase and install new equipment
Qualifications Required: a technician's diploma in film technology
Experience Required: At least two years' experience of working in a film studio

Send your CV to: Bond Studios, PO Box 811, Glasgow G2 5NP.

3

WANTED

Experienced AUDIO TECHNICIAN at Tower Recording Studios

Main Duties: Maintain and repair digital audio equipment, calculate cost of purchasing new equipment, when required, install new equipment.
Qualifications Required: a diploma in audio technology or electronics
Experience Required: At least two years' experience of audio repair and maintenance

Send your CV to: Tower Music Ltd, PO Box 302, London WC1 2AA.

4

A guide to job interviews Part 2: At the interview, DO ...

- answer every question fully
- be positive and honest about yourself
- ask questions about the job
- show your knowledge about the company
- show you are interested in the job
- talk about your ambitions

LIVEWORKSHEETS

3 06 – Listen to Anna talking about her CV. Fill in the gaps.

From 2003 until 2005, I ①_____ at Comet Electronics as a technician. I ②_____ Comet in 2005 and ③_____ a full-time student at Thames University in September 2005. From 2005 to 2006, I ④_____ audio electronics at Thames Valley. In 2006, I ⑤_____ my Diploma in Audio Technology. Then in September 2006, I ⑥_____ work as an audio maintenance technician at Omega Studios.

4 Put the headings in the coloured boxes.

Adjective	College subject	Equipment	Person	Scientific concept

	Noun				
1	Engineer	Engine	Engineering		
2	Electrician			Electricity	Electrical
3			Electronics	Electron	Electronic
4	Mechanic	Mechanism	Mechanics		Mechanical
5	Technician				Technical
6	Technologist		Technology		

5 Fill in the gaps with the correct words in brackets.

1 The _____ is responsible for every _____ in the factory.
(engineering / engineer / engine)

2 I'm a _____, but I want to become a _____ engineer.
(mechanical / mechanic / mechanics)

3 The lab _____ maintains all the _____ equipment.
(technician / technical / technology)

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4 The _____ repairs all the _____ equipment on the rig.
(electrical / electrician / electricity)

6 Bonus Activity – Complete Kurt's CV with verbs from the box in the correct form.

award	become	enclose	give	go
leave	look	start	study	work

From 2004 until 2006, I (**1**) _____ at A&E Gearboxes as a full-time machinist. I (**2**) _____ the company in 2006 and (**3**) _____ a full-time student. From 2006 to 2007, I (**4**) _____ Mechanical Engineering at Glasgow Polytechnic. In 2007 I (**5**) _____ my HNC in Mechanical Engineering. Then in August 2007 I (**6**) _____ work as a Milling Machine Operator at Clyde Outboard Motors. Unfortunately, six months later the company (**7**) _____ out of business. That is the reason why I (**8**) _____ for employment and am able to start work immediately. I (**9**) _____ my CV, which (**10**) _____ full details of my training, qualifications and work experience.

7 Bonus Activity – Read the three job adverts and Kurt's CV in 6. Choose the best job for him. Circle A, B or C.

A	B	C
MAXIMA PARTS	**L&M COMPONENTS**	**KC METALS**
Vacant positions for operators at expanding supplier to the automotive industry. Duties include all types of machining and some welding. Must have qualification and experience in setting up and operating welding robots. ONC in Mechanical Engineering (minimum) required.	Immediate vacancy for Milling Machine Operator to work in growing company supplying components to the oilfield industry. Duties include setting up, operating and maintaining machine tools. Must have HNC in Mechanical Engineering or similar. Should have post-qualification experience of basic drilling and milling.	Manufacturer of industrial kitchens requires experienced Metalworker for immediate start. Responsibilities include reading technical drawings, broaching, cutting, sawing, welding and polishing. Must have ONC in Sheet Metalwork or equivalent. Must be skilled in basic welding.

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8 Bonus Activity – Complete Jon's job application letter. Use the correct form of the verbs in brackets.

Dear Mr Robertson,

I would like to apply for the job of Assistant Driller on the Supreme Oil Rig, as advertised in this month's *Oil Rig* magazine.

From 2002 to 2006, I (1) _____ (be) a Roustabout on the Marina Rig.

From 2006 to 2008, I (2) _____ (study) Petroleum Technology at the Gulf Petroleum College, and I now (3) _____ (have) a Technician's Diploma in Petroleum Technology. In 2008, I (4) _____ (join) the New Star offshore platform as Assistant Derrickhand. Now the Derrickhand is on leave for two weeks, so I'm (5) _____ (do) the Derrickhand's job.

During 2008, I (6) _____ (complete) two training courses (on safety and IT). Right now, I'm (7) _____ (attend) a course on leadership.

Yours sincerely,

Jon Winters

9 Bonus Activity – Supply the questions for this part of Jon's job interview.

A: (**1**) _____?

B: My first oil job was as a roustabout on the Marina Rig.

A: (**2**) _____?

B: Right now, I'm working as a derrickhand on the New Star rig.

A: (**3**) _____?

B: I hold a Technician's Diploma in Petroleum Technology.

A: (**4**) _____?

B: I started work on the platform in 2008.

A: (**5**) _____?

B: Yes, I am. I'm attending a leadership course right now.

LIVEWORKSHEETS