

# Chronological CV template

**Your full name**

**Your home address**

**Your home phone number**

**Your mobile phone number**

**Your personal email address**

## Profile

I am a hard working team player and I enjoy exceeding targets. I look for ways to do things better because I am motivated by being successful and achieving.

**Profile explained:** *your profile should be about 30 words long and describe what you are like to work with, focussing on how you can help an employer to prosper. Remember, you don't need to have had a job to be able to describe yourself as a colleague.*

## Career summary

*Focus on the skills and experience that you have from previous employment that supports your key skills list above. List your employment history in reverse order, starting with your most recent job first. List your employment history like this:*

Job title	From-to dates	Company name
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*If you do not want to name your current employer, describe the company instead e.g. Leading UK software house*

## Key skills and achievements

*List up to five achievements – remember you want to show how you would add value to a company. Explain what you did, how you did it and what was achieved. Define and explain the skills like this for example:*

### Sales management

- Set Key performance Indicators (KPI) that were aligned to 'new business' objectives for the company. KPI were individually performance and bonus related and resulted in a 5% uplift in customer acquisition.

*Public sector example:*

### People management

- Set up employee feedback forum in light of new Energy Saving Policy to encourage bottom up communication. Achieved policy recommended energy savings and exceeded expectations by 2%.

## Systems used

*List all of the systems that you have used that are relevant to the job you are applying for stating your competence level, see examples below.*

- MS Excel advanced
- Sage II procurement

## Training and qualifications

*List any courses that you have recently completed where the course of skills acquired are relevant to the job that you are applying for. State the grade or mark that you achieve where relevant.*

Course/skill name	From-to dates	Education institution name	Grade/mark
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## Awards and membership of professional bodies

*List all relevant awards, membership of professional bodies and also membership of 'news' or 'lobby' groups etc. For example:*

- Chartered Institute of Marketing (CIM)