

CV Ace™



Sample Chronological CV

ROSbro

Sample Chronological CV

Notes

This type of CV is still the most widely used. It's based on your '**Career history**' (or '**Work experience**' as it's sometimes called) which is the most important feature of it.

The Chronological CV is most suitable for people who've had quite a lot of work experience, and want to stay in the same line of work. Employers are most familiar with this kind of CV, so it's also the safest bet when deciding what kind of CV you want to write.

Your work experience is listed in '**reverse chronological order**' (that's where the title of this CV comes from). So, start your career history with your current job, or the most recent job you did, and then work **backwards** through the other jobs you've had.

You should give lots of detail about your current or most recent job, fewer details about the previous job you did, and then less detail about the jobs you did some time ago. When you've already had a long career, give details about your current job and, say, the last 2 or 3 jobs you did, and then simply list the rest.

Where possible, make sure there are no gaps in your work experience – otherwise, employers start to worry about what you were doing. Check the dates you give for each job so that they follow-on exactly – you can list dates in the format 'Month Year – Month Year', eg. Jun 2005 – Mar 2006.

When you do have gaps in your career history you need to decide what to do about them. For example, if you were out of work for some months because you were made redundant, you either need to say so, or think of some other way to describe what you were doing during that period. For example, you could list your activity as 'Career review and development' which sounds a bit better than 'Unemployed'. But, if you have lots of gaps in your work experience, or have had lots of temporary work, then it might be best to use another format, such as the **Functional CV**.

As with all the other types of CV, you can include a '**Career objective**' and/or a '**Personal profile**' at the beginning of your Chronological CV. A Career objective is most useful if you're just starting your career, or in the early part of it, or you're changing careers, or returning to work after a break. A Personal profile gives the employer a quick 'taste' of the kind of person you are, and encourages them to read more about you.

Sample CV Notes

This candidate is a sales person. In this case, we've given his Personal profile a different title to describe his position – 'Sales executive'.

In the Career history section, we've added a few more details of previous jobs, as the candidate is still in the early part of his career, and also had to take time out from his selling career in order to look after a terminally ill relative – hence the jobs in hotels. Martin would obviously try to explain these features of his career history either in a covering letter, or at an interview.

The Chronological CV should include the following sections:

1. **Your name** – in the header on all pages.
2. **Contact details:**
 - a. postal address
 - b. postcode
 - c. home telephone number (landline)
 - d. mobile phone number
 - e. email address

(minimum details should be mobile number and email address)

3. **Personal profile (use your job title as the header if you wish)**
4. **Career history (work experience)**
5. **Education and qualifications**
6. **Other information**
7. **Interests**
8. **Referees**
9. **Page numbers (in the footer on all pages).**

About the sample CV

A full sample Chronological CV is given on the next 2 pages. All actual details (name, address, telephone numbers, company names etc.) are fictitious, but the CV is based on the career of a real person).

Formatting details:

Font: Times New Roman

Name header font size: 16 pt

Section header font size: 12 pt

Body text font size: 11 pt

Left margin: 0.75"

Right margin: 0.75"

Bottom margin: 0.75"

Top margin: 0.75"

Space saving: To allow more room for details, we've used our space-saving feature - this puts the postal address on 1 line, and leaves out contact details for the candidate's referees.

Special notes

So you can compare the main types of CV more easily, we've also used the same candidate's details for the sample Functional CV and Hybrid CV.

Martin Barrow

42, Malmesbury Lane, Didworth, West Yorkshire, DD9 1RR

Tel: 01234 321 123

Email: martin.barrow@myisp.co.uk

Mobile: 07123 321 123

Sales executive

A highly successful, focused and committed sales professional with exceptional client-facing skills and considerable selling experience with products and services. Seeking a challenging sales-role that will enable me to hone and extend my skills and help me develop a rewarding long-term career with a progressive and dynamic organization.

Achievements

- Winning key accounts within the British Army worth over £2,000,000
- Managing a territory bringing in £1,000,000+ sales revenue per year
- Obtaining contracts within the NHS for more than £500,000
- Winning a Ferrari Track day as part of best sales team in the UK.

Career history

Mar 2004 – Present New Business Manager, MNT Telecoms Ltd

Duties and responsibilities:

- Selling at MD and boardroom level to small and medium-sized enterprises
- Attending Sales Visits to provide one stop telecommunications solutions to small businesses
- Generating leads and making appointments
- Project managing telephone system installations
- Working to monthly revenue and acquisition targets.

Oct 2003 – Feb 2004 Front of House Operative, Dominion Hotel

Duties and responsibilities:

- Hosting guests and supervising reservations
- Monitoring and developing inter-departmental communications
- Production of sales and marketing literature
- Planning and organising meetings and functions.

Aug 2003 – Oct 2003 Assistant Manager, Heart Of Wales Hotel

Duties and responsibilities:

- Organising and monitoring operations
- Taking reservations, negotiating room rates, targeting repeat business.

Martin Barrow

Jul 2002 – Jul 2003 **MOD Account Executive, ARG Supplies Ltd**

Duties and responsibilities:

- Managing the exclusive provision of electronic office supplies to the British Army
- Closing non-contracted media and stationery business
- Securing a high percentage of brand-swapped sales, maximising gross profit margins
- Providing logistics solutions to the army during the Gulf War
- Developing new business.

Apr 2001 – Jul 2002 **Indoor Sales Executive, RTW International Ltd**

Jul 2000 – Mar 2001 **Customer Representative, Mutual Key Building Society**

University placements and vacation work

Jul 1998 – Sep 1999 **Research Assistant, Soil Physics Department, The International Turf Research Institute**

- Collection, analysis and presentation of quantitative data
- Co-writing papers for national publication.

Dec 1997 – Jan 1998 **Administration and control clerk, Clam UK Limited**

- Developing and maintaining Microsoft Access Databases
- Planning and organisation workload.

Education

1996 – 2000 **University of Bradford**

Qualifications: BSc (Hons) Environmental Science, Diploma in Professional Studies in Environmental Science.

1989 – 1996 **St Egbert's College**

Qualifications: 4 A levels, 11 GCSE's.

Other information Comprehensive computer skills (Windows, Microsoft Office and in-house bespoke databases and client management systems); full, clean driving licence.

Interests War history and military journalism; Manchester City Football Club supporter.

Referees Available on request.