

# **CHRONOLOGICAL CV TEMPLATE**

**Name** *write your full name*

**Address** *write your full address including postcode*

**Phone** *include both a home and mobile number if you can*

**Email** *check you spell this correctly and that it gives a professional image*

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## **Personal Profile**

*A few sentences about your skills, achievements, personal strengths and career goal. Link these to the job you're applying for. The advertisement will say what the employer is looking for*

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## **Education and qualifications**

*In reverse order (most recent first) list each school or college you have attended, the dates you were there, the courses or qualifications you took and any other awards or achievements*

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## **Employment and work experience**

*List any jobs you have had giving the employer, location, job title, what your main responsibilities were.*

*If you haven't had a job include work experience, voluntary work, events you planned, Young Enterprise Projects etc*

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## **Other skills and achievements**

*List any other skills or achievements here. Make them relevant to the job you're applying for. Don't repeat things you put in your personal statement.*

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## **Interests**

*List any interests, clubs or leisure activities that are relevant to the job or show your personal skills and qualities*

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## **Referees**

*Either write "Available on request" or include the names, address and contact details here of two people. Make sure you get their permission first*