Example Chronological CV

Curriculum Vitae
<NAME>

Contact Details

Name: Address: (town and county)
Mobile telephone: Email:
LinkedIn address:

Profile (or Personal Summary)

A short paragraph describing you, your successes, achievements and experiences. If you enjoy particular status or reputation (eg. 'guru' status in a particular field) outline it here. Information in this section should be responsive to the role you are applying for and should be used to closely answer adverts or to qualify principal 'selling' points. Information found here should always report details contained within the body of the CV.

This section is best written last.

Career History

Presented in reverse chronological order (your current or last post first).
<date from to> <jobtitle> <company name> <location>
Brief section outlining your role, your successes and achievements. Where possible these should be quantified.

- Achievement #1
- Achievement #2

Show promotions or other moves contained within one company as separate steps of your career (with job title and date), but under the main company heading. For example:

Jan. 1999 to Apr. 2011 ABC Pharmaceuticals Ltd. Cambridge

May 2001 to Apr. 2011 Research Scientist
<summary>

Jan. 1999 to Apr. 2001 Research Assistant
<summary>

The most relevant information concerns your most recent activities – typically the last 3 to 5 years – this is what employers are usually buying. Therefore more space should be devoted to these years. The details should be reduced the further back you go.

Education

Reverse chronology again, but with the most relevant qualification first. Detail post-degrees, degrees (a brief line stating the subject or title), A' levels by name, GCSEs by number. State your university, rarely your school.

Professional Qualifications

Identification and date.

Additional Information

Include date of birth, relevant details such as driving license, *possibly* a word about your home life and interests. Unusual, positive information is effective as is information which demonstrates relevant attributes you are keen to highlight (eg. risk-taking, caring for others, conservation work, etc).