



## Chronological CV

Use a chronological CV to:

- Stay in the same industry and/or same job
- Highlight your ideal job progression and a steady employment record
- Set the stage for your next career move
- Demonstrate that you meet the key requirements of an industry you know

Suggested CV format:

### **Name**

Contact details including address, email and telephone.

### **Career Profile or Overview**

A brief relevant statement of your main qualifications and relevant experience.

### **Career Goal or Objective**

This is optional, and can focus the reader on what you are seeking.

### **Employment History**

List the employers you have worked for chronologically. Format can vary, but ensure that:

- Your most recent position is listed first
- List dates consistently
- Account for gaps in the sequence
- Include your job title and give an indication of organisational context
- Avoid showing each new position with the same organisation as a new job
- Describe your duties and responsibilities in plain English terms
- Mention several verifiable accomplishments
- Consolidate older and less relevant experience at the bottom of the CV

### **Education and Qualifications**

List any education or training, including the name of the education provider and years attended. List your most important qualification first.

### **Professional Memberships**

Include a section on professional memberships, especially if this is required in your industry.

### **Concluding Statements**

Statements can be added, but should be brief and contribute to rather than detract from the main CV.

### **References**

List two to three here or say that they are available upon request.

Aim at two pages at the most, especially if you also have a long cover letter or a detailed response to key selection criteria.