



## Template: **REVERSE CHRONOLOGICAL CV**

Below you will find a template, followed by a good example, of a reverse chronological CV.

This CV format emphasises your recent experience first, and is the best approach to use if you are applying for jobs that are similar to your most recent role. It is the traditional CV format and tends to be preferred by recruiters.

### CV template

**YOUR NAME** (LARGER FONT, BOLD TYPE)

**Your contact details** – telephone (home and/or mobile) / email (home and/or work)  
(can be written across the page to save space)

#### **Personal profile**

(Your attention grabber – should be the top 4 or 5 things about you that are **most relevant** to the job you're applying for. Avoid general statements about personal qualities e.g. 'good team player', as these look bland.)

#### **Career history** (Most job recent first)

**Name of Company** (+ brief explanation if not a household name)

**Job Title**

**Dates** (month/year to month/year)

**Responsible for**..... (A brief, precise statement describing your main responsibilities. Not more than 3 sentences. Use positive, action words. Quantify budgets and staff numbers supervised. Mention special areas of responsibility)

**Key Achievements** (A brief description of what you achieved in the job, quantifying if possible).

- .....
- .....
- .....



**Name of Company**

**Job Title**

**Dates**

**Responsible for.....**

**Key Achievements**

- .....
- .....
- .....

*(Repeat above pattern as often as needed)*

**Voluntary roles**

*(List any voluntary roles you have had, if skills used are relevant to the job. Provide dates)*

**Education**

**Name of school, college or university**

**Dates:**

*(Qualifications achieved)*

**Training and professional development**

**Course taken, course provider**

**Dates:**

*(Place in order of importance. You don't need to include everything. Any training courses should be relevant to the post applied for, and add value. A brief description of the course content could be included, especially if this was a recent qualification.)*

**Technical and other skills** *(Include what's most relevant)*

**Interests** *(optional)*

**Personal details** *(optional)*

**References** Available on request



## Example CV

*Name and all details are fictional*

### **Neepa Smith**

Tel: 020 8765 4321 Mobile: 07748 123 456 Email: neepa.smith@broadband.com

Office administrator with 12 years' experience in busy, commercial organisations. Skilled in meeting organisation, document production and record keeping. Effective communicator, used to dealing with suppliers and customers and co-operating with team members. Managed 1 team member and office supplies budget of £10,000pa in a previous role.

#### **Career History**

##### **Allerton Youth Group**

Sept 2010 to present

##### **Co-ordinator**

##### **Responsibilities:**

Voluntary role (whilst on career break to raise family). Involved liaising with parents, children and youth leaders to ensure smooth running of the schedule of activities. Managed the database and all paperwork relating to the timetable and termly fees.

##### **Morgan Commercial Ltd**

Sept 2002 to June 2009

##### **Office Administrator**

##### **Responsibilities:**

Managed all office administration for the central team of 25 staff at this expanding logistics company with turnover of £10 million per annum.

##### **Key Achievements:**

- Arranged all external and internal meetings, including negotiating competitive costs and services from conference and hotel venues.
- Managed annual budget of £10,000 for office supplies and ensured zero overspend.
- Produced quality, accurate documentation for meetings and customer proposals using strong Microsoft PowerPoint and Word skills.
- Promoted (1999) to performance manage one member of staff, including daily prioritisation and handling of tasks and annual appraisals.
- Communicated with a wide range of customers and suppliers to ensure the accurate supply of services.
- Collected customer feedback from website and letters and reliably communicated this to the service team for action.



## **ABC Lettings Ltd**

April 1999 to Sept 2002

### **Team Secretary**

#### **Responsibilities:**

Organised all record keeping for 5 team members and produced written communications for tenants and landlords, ensuring accuracy at all times.

#### **Key Achievements:**

- Established and organised an efficient filing system for all property records, including setting up a diary system to make sure that tenancy agreements due for renewal were not overlooked.
- Supported lettings team with fast and accurate preparation of all documentation for tenants and landlords which required excellent time management during busy periods.
- Organised lettings team annual away-day, including selecting a short-list of team event companies and monitoring the budget and payments for the event.

## **Range of secretarial and administrative roles**

Sept 1997 to April 1999

#### **Responsibilities:**

Successfully completed temporary assignments as a secretary and administrator for businesses including banks and property management companies. Was often asked back for further assignments by companies for whom I had worked.

#### **Key Achievements**

- Developed strong secretarial skills including excellent use of Microsoft PowerPoint, Word and Excel.
- Gained thorough understanding of a variety of businesses and best practice in office administration.

## **Education**

### **University of East Anglia**

1994-1997

BA Hons degree in English Literature. Grade 2:2

Skills developed: Excellent written communication and analytical abilities developed during preparation of 15,000 word dissertation.

### **Archway High School**

1987-1994

3 A Levels, 7 GCSEs

## **Training and Professional Development**

Advanced Microsoft PowerPoint Skills (IT Skills Ltd)

2009

Staff Appraisal Training (provided by People Skills Ltd)

2001



## **Technical Skills**

IT                    Excellent knowledge of Microsoft Word, PowerPoint and Excel on PC and Mac.  
                         Good knowledge of Microsoft Access. Proficient user of email systems including  
                         Microsoft Outlook.

Languages        French - conversational

## **Interests and Hobbies**

Triathlon         Recently took part in charity event and raised £2,500 for Cancer Research

**References**    Available on request