



Example Chronological CV

Aalia has put in her details without using the words: telephone number and email. This makes her contact details easy to read and uncluttered.

What words sum you up? Aalia has chosen 'focused and analytical' relating her strengths to the job description. Words such as 'ambitious and hardworking' can sound clichéd.

Providing further evidence of the relevance of her degree to the type of job she is applying for.

Present your experience in reverse chronological order.

Aalia has used action verbs to describe her responsibilities.

Aalia Foster
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A focused and analytical final-year environmental science student from the University of Nottingham, I am passionate about the environment. I am seeking a graduate opportunity within the environmental sector to utilise my knowledge and understanding as well as my planning and problem-solving skills.

EDUCATION

BSc Environmental Science, University of Nottingham 20XX – present
Relevant modules:

- Earth and Environmental Dynamics
- Managing Tourism and the Environment
- Data Transfer, Analysis and Presentation
- Environmental Science and Society
- Global Environmental Processes
- Environmental Geoscience

In addition to a broad understanding of the issues, challenges and solutions related to the environment, I have developed strong data analysis and interpretation, and research skills.

Saint Peters International School, Thailand 20XX – 20XX

- A levels:
- B Art
 - B Geography
 - C Biology

GCSEs: • 10 GCSEs passes including English and Mathematics at grade B.

RELEVANT EXPERIENCE

January – March 20XX Environmental and Community Service, Bangchak Petroleum (Internship)

- Liaised with a team of 7 experienced members of staff and representatives from the local community to produce an online newsletter sent to 15 local groups.
- Planned and organised a visit from a local school taking responsibility for the tour of the business and facilitating group discussions.
- Liaised with different communities around the refinery and contributed to charitable activities including taking elders to their cataract operations and buying cooking oil for oil recycling.



Aalia has grouped together these jobs as they are less relevant to the role.

Aalia has taken the opportunity to emphasise skills from these other jobs.

RELEVANT EXPERIENCE

June 20XX Plant-A-Tree-Today Foundation (Internship)

- Shadowed my mentor in her day-to-day work including attending client meetings to discuss project issues and development.
- Researched potential clients who were interested in joining the foundation.
- Built strong positive relationships with staff and clients.

Other jobs have also included:

Part-time receptionist at Sofitel Hotel, Bangkok, voluntary helper at a primary school and store retailer at Krispy Kreme.

From my all of my work experiences, I have developed excellent communication skills with a wide range of people and sound teamworking skills.

ACHIEVEMENTS/INTERESTS

- **Event Organisation:** Organised different events as a member of the Student Council at school including, International Universities Fair, Genes for Jeans Fair and a charity fashion show to collect money for cats and dogs.
- **Sports:** Motivated and lead the sixth form football team as team captain for two years. I relax by being a member of the Yoga Society at the University.
- **Travel and Culture:** As a member of the University's Joint International Society engaging with students from varied backgrounds, I have enhanced my cultural awareness. My pre-university education was at an international school, where I learned about the different cultures of people from around the world.

REFERENCES

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Make sure your examples are up-to-date. Aalia is a final-year student so her school examples now appear a little dated.