

An example of a chronological CV

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A focused and analytical final-year environmental science student from the University of Nottingham, I am passionately interested in the environment. I am seeking a graduate opportunity within the field of environmental science to further develop my knowledge as well as using my administrative and problem-solving skills.

Education

BSc Environmental Science, University of Nottingham 2014 – 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

As well as environmental knowledge my degree has enabled me to develop strong research skills and an ability to analyse and interpret data.

Saint Peters International School, Thailand 2006 – 2013

A-Levels:

B Art
B Geography
C Biology

GCSEs:

10 GCSEs passes including English and Mathematics at grade B.

Relevant Experience

January – March 2014 Environmental and Community Service, Bangchak Petroleum (Internship)

- Liaised with a team of 7 experienced members of staff in different sectors of the community to raise awareness of environmental issues.
- Planned and organised a visit from a local school and took responsibility for making a tour of the business interesting and engaging for the children.
- Liaised with different communities around the refinery and helped out with charity work such as taking elders to a cataract operation and buying cooking oil for oil recycling.

Aalia has put in her details without using the words: address, 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.

Although this CV is chronological, Aalia has chosen to pick out the relevant experience so the employer will read this first.

Aalia has used action verbs to describe her responsibilities.

Relevant Experience

June 2012 Plant-A-Tree-Today Foundation (Internship)

- Shadowed my mentor on her daily routines; meeting up with clients 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 waitress at Sofitel Hotel, Bangkok, voluntary care at a primary school and store retailer at Krispy Kreme.

All of my work experiences have involved working within a team-based culture. This involves organisation, commitment, co-ordination and planning.

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.

Achievements/Interests

- **Organising Events:** Organising different events as a member of the Student Council at school including, International Universities Fair, Genes for Jeans Fair, charity fashion show to collect money for cats and dogs.
- **Sports:** Captain of sixth form football team which involved working as a team and motivating other players. I relax by being a member of the Yoga Society at the University.
- **Travel and Culture:** I am a member of the Joint International Society at the University and I engage with a wide range of people. My schooling was at an international school, where I learned about the different cultures of people from around the world.

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

References

References are available on request.

This publication is available in alternative formats.

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