Chronological CV

**Your Name**

Your Location (or where you want to settle) | Mobile Phone Number

Your email address | linkedin.com/in/fullname

**Profile / Summary**

Split into 2 to 3 sentences –

1) Who are you? 2) What are your key achievements? 3) What you are looking for now?

\*\*The 3rd sentence is what we see the least of. By committing to a particular job role/sector (even when you may be “open” to a number of roles) highlights you have done your research and have a clear direction of where you want your career to progress to.

**Education / Qualifications**

Relevant qualifications to the sector you work in, please make sure that you put your highest qualification first and the most relevant for the post at the top as well.

If your education was 15 + years ago, remove the date to avoid unconscious bias

Avoid filling out your CV with qualifications that are not relevant to the sector you are applying for

**Key Skills (include a mixture of technical and soft skills)**

This is where you would bullet point what you consider the key skills the company is looking for, e.g:

* Left-handed screwdriver mechanic
* 20 years of relevant experience
* Confident working in small teams, in highly pressurised environments with time sensitive deadlines
* Full, clean UK Driving License
* Security Cleared to a high government standard

**Career History / Work Experience**

**Oct 85 – Now HM Forces (Army, Navy, RAF, RM)**

**Last post-dates Final Post.**

A few sentences outlining your roles/responsibilities. Followed by…

Bullet pointing your achievements and projects delivered. These should be points that make you stand out from other applicants.

**Previous post-dates Previous Post**.

A few sentences outlining your roles/responsibilities. Followed by…

Bullet pointing your achievements and projects delivered. These should be points that make you stand out from other applicants.

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A few sentences outlining your roles/responsibilities. Followed by…

Bullet pointing your achievements and projects delivered. These should be points that make you stand out from other applicants.

**Hobbies/Interests**

This is your chance to showcase who you are and what you do outside or work. If do anything that you feel may be of interest to the role you are applying for again put it in here. However, be careful about extreme sports or political parties/views as this may count against you as this can be the most controversial part of a CV.

**\*Notes**

1. Make sure that your email address looks professional, as email address like: [longrangesniper@gmail,co.uk](mailto:longrangesniper@gmail,co.uk) or [sapper666@hotmail.co.uk](mailto:sapper666@hotmail.co.uk) may not be the best address for you when you are trying to find a job.
2. There is no perfect CV for all jobs, each CV should be altered slightly for each role as each role will have different points which each employer finds key
3. Please try and keep the CV down to 2 pages if possible
4. Do not put “can work in hostile and harsh environments or use any military abbreviations..
5. Check spelling and grammar
6. Also read the job description before sending off the CV, and try and tailor the CV for the role, also keep a copy of the CV so you can refer to it, if you are called forward for an interview.
7. If you do not have a LinkedIn profile, suggest you create one, but also make sure that it is complete and is very similar to your CV
8. In this sort of CV, make sure that the roles that are relevant are listed with the most recent at the top, see Example below

Aug 85 – Present HM Forces, Royal Corps of Signals

Jul 15 – Present Coms Engineering Manager

Responsible for the day to day management of a team of 20 junior engineers which included:

* Continuous planning of all day, weekly and monthly taskings
* Making sure that all equipment was operational with minimal down time
* Another relevant point
* Another relevant point

Jun 13 – Jun 15 Systems Manager

Couple of sentences and then a couple of relevant bullet points

Aug 07 – Jul 10 Area Systems Manager

Couple of sentences and then a couple of relevant bullet points