

Chronological CV example 1

Jane Schiller

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Final year English and Creative Writing undergraduate with marketing experience in a publishing company. Experience of developing digital platforms such as company websites and social media to increase outreach. Previous work has included designing and creating print material using Adobe InDesign and Photoshop. Seeking the position of Marketing Assistant at Oxford Universal Publishers.

EDUCATION

Oxford Brookes University

2018 – 2021

BA (Hons) English Literature and Creative Writing (2:1 predicted)

Relevant modules:

- Critical theory in action
- Stylistics
- Culture and criticism
- Texts in performance

Dissertation: Analysis of impact from persuasive writing methods used within 2010 General Election British political manifestos. Completing this dissertation has developed my ability to compare a wide range of sources, views and writing techniques.

Ampleforth College, York

2011 – 2018

A Levels: English (B), German (C), Music (A)

AS Level: History (C) GCSEs: 8 grades A* - C

RELEVANT WORK EXPERIENCE

Cross Culture Encounter Publishing Ltd, Aylesbury

January 2020 - present

UK Marketing Assistant

Working part-time for a small modern fiction and travel writing publishing start-up alongside studies.

Skills / achievements:

- **Creativity:** creating and designing digital and print posters and Instagram posts within company branding guidelines using Adobe InDesign and Photoshop to advertise author signings and forthcoming publications.
- **Making an impact:** Regularly interacted with potential audiences on Twitter, Instagram and Facebook - this led to a 25-40% increased following of four authors I was promoting during their product launch campaigns.
- **Written communication:** composing letters and writing copy for e-shots to clients. This includes discussing content with my manager to ensure the appropriate tone and language is used in our communications and that it is targeted to customers' areas of interest.
- **Administration:** visiting prospective venues in the UK, liaising with event coordinators and representatives, and analysing survey results.
- **IT skills:** creating and updating the marketing internet page, providing administrative support to the sales and marketing teams, and ensuring effective responses to email enquiries.
- **Attention to detail:** managing lead data and the contact database. This includes updating contact information and making sure we have an accurate record of company addresses to promote our events and invoicing information we require.
- **Organisation:** sourcing advertisement opportunities through local and national communications such as newspapers, online advertisements and radio. Creating a spreadsheet to compare competitor prices and identify likely target audiences for further outreach.

Try to include a LinkedIn profile link, so recruiters can find out more about your experience. This could include 'recommendations' from previous employers

Writing a profile is optional but can highlight relevant skills and experience you've gained.

Can you identify any particularly relevant module choices?

Can you highlight your skills by referring to a final year project / dissertation?

A brief summary of where you are working can add value.

Bullets in this CV template are based on a skill, then how it has been evidenced. Try to be specific - e.g. what have you created? Who for? What was the impact? What did you change or improve as a result?

OTHER WORK EXPERIENCE

Amateur Orchestra

September 2018 - September 2019

Concert Manager

Skills / achievements:

- **Advertising:** creating and distributing posters, sending targeted emails, and creating programmes for each concert on a weekly basis.
- **Networking:** liaising with musicians about set length and finding out biographies for programmes.
- **Initiative:** arriving early to set up chairs and equipment and ensuring each performance does not overrun. Notifying staff in advance about pending concerts.
- **Oral communication:** presenting musicians to the audience and notifying the audience of upcoming events.

Tesco Oxford

May 2017 - October 2017

Food Service Assistant

Skills / achievements:

- **Problem-solving:** dealing with special customer requests in often a short period of time involved calling both head office and other stores in the area to source stock on a limited time scale.
- **Teamwork:** training new starters as well as leading a subsection team on Sundays in the absence of my line manager.
- **Responsibility:** setting up and closing down sections; working alone on sections when required and taking stock counts.

I.T. Skills

- Very competent with computers and databases including CRM systems.
- Particularly familiar with Word, Excel, PowerPoint, InDesign and Photoshop.
- Experienced in managing company social media accounts including: Facebook and Instagram Languages
- English native.
- Fluent in German, written and spoken.

Interests and Achievements

- **Writing:** write reviews on local concerts and festivals for Oxford's 'Daily Info' (www.dailyinfo.co.uk/reviews).
- **Music:** play drums in local bands and record music at home.
- **Sport:** member of the university basketball team; school captain of the girls' hockey teams.
- **Charity events:** raised £2000 for a Ugandan village by walking 550km from Uganda into Kenya with a group of 100 volunteers.

REFERENCES AVAILABLE ON REQUEST

Try to describe how you have used transferable skills from general employment / work experience.

Including short bullets is ideal to highlight achievements. Facts can be compelling!

Chronological CV example 2

Tom Brown

2 Church Close, Oxford OX2 1TP

Email: tbrown@hotmail.com Tel: 07823 588888 www.linkedin.com/in/tombrown

Final year Environmental Science student passionate about conservation and the environment. Extensive voluntary experience working for wildlife trusts in various capacities, including marketing, website editing and writing press-releases. Looking for a position in a wildlife trust to further develop skills in marketing and communications from July onwards.

EDUCATION

Oxford Brookes University 2018 – 2021

BSc (Hons) Environmental Science, (2:1 predicted)

Relevant modules:

- Biodiversity Law
- Sustainable Resource Use
- Communities, Conservation, Conflict & Change
- Survey and Monitoring for Biodiversity

Research Project: Field research on biodiversity in Malaysia has given me knowledge of biological field techniques such as wildlife tracking using GPS telemetry, wildlife collating and wildlife health monitoring.

Newbury College 2016 – 2018

A levels: Environmental Science (A), Biology (C), Chemistry (D)

Newbury School 2011 – 2016

GCSEs: 8 A-Cs

RELEVANT WORK EXPERIENCE

Oxford Wildlife Trust, Conservation Volunteer (weekend/voluntary) 2018 – 2020

Weekend volunteer working in small teams to clear rhododendron bushes, coppicing and preparing environments for the Heath Fritillary butterfly.

Oxford Environmental Centre, Marketing Intern (Summer Intern) June – July 2019

- Managing telephone, email and written enquiries at the centre.
- Supporting the Marketing Team to promote the centre in Oxfordshire through direct email and developing website.
- Conducting visitor tours around the insect house.
- Providing demonstrations of energy saving techniques to visitors.

Frontier, Conservation Volunteer, Ecuador August 2019

- One month spent in Ecuador Wildlife Sanctuary working with injured mammals and organising environmental education activities for visiting schools.
- Achievements included writing regular press releases for the Marketing Team.

OTHER EXPERIENCE

Oxford Brookes University, Academic Support Worker 2019 – Present

- Taking lecture notes and editing materials for disabled students where I learnt to write quickly and clearly, whilst paying attention to detail.

ABC Cinemas, Front-of-House Staff

2019 – Present

- Dealing with the general public through ticket and snack sales, bar work and ushering has developed my communication skills.

Tom has summarised his studies, experience to date and immediate career goals.

Tom has summarised his project experience, which is very relevant to the employer's work.

Creating a 'Relevant Experience section' allows Tom to highlight the experience that will matter most to the employer and to ensure it is on the first page of his CV.

Tom has opted to ensure that most of his short bullet points emphasise that he is action-focused, by beginning the bullet point with a verb

Topshop, Sales Person

2017 – 2018

- Maintaining the shop floor, stock and providing a good level of customer service during busy periods.
- Additional responsibilities included opening and closing-up shop, banking, sending orders and using initiative for customer requests and orders.

PRACTICAL CONSERVATION SKILLS

- A full clean driving licence with 4-wheel drive experience.
- NPTC Agricultural Tractor Operation Certificate.
- Undertook a small mammal identification course at Oxford Wildlife Trust.
- Chainsaw Certificate.
- First Aid Certificate.
- PADI Diving Certificate.

COMPUTER SKILLS

- Very proficient with PC and Mac along with all the standard software such as Microsoft Office.
- Advanced Adobe Photoshop skills.

INTERESTS

I like to draw, paint and do other forms of arts and crafts as well as read and socialise. An avid reader of Nature and New Scientist, I have submitted articles on conservation in Ecuador, expected to be published this year.

REFEREES

Dr Andrea Goodman
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Oxford Brookes University
Headington
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Ms. A Manager
ABC Cinema
Oxford OX4 2YP
Tel: 01865 222222
Email: manager@abccinema.co.uk

Tom has allocated less space to describing roles in the 'Other Experience' section - but has noted ways in which he has taken responsibility and acted professionally.

Here, Tom highlights various certificates that prove he has developed relevant skills to a required standard.