

Example of a chronological CV

ASHLEY GILL

3 Lappage Court
Tyler Green, Bucks.
HP8 4JD

If you include a profile make sure it's concise and related to the specific skills and experience required.

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Multi-lingual business student with international financial experience and ability to develop business relationships seeking a financial consulting career in life insurance and pensions.

Education and Qualifications

2008 – present

Buckinghamshire Edge University

BA International Business Studies with Spanish (expected 2:1)

- Six-month work placement in Madrid.
- 12,000 word dissertation analysing the UK pension market to 2050.

Relate your degree to the job by listing your relevant modules/dissertation and outlining the related skills you've gained.

Highly mathematical and technical degree giving me excellent numerical skills and ability to conduct sophisticated statistical tests.

Demonstrated ability to gather pension data from a wide range of sources, draw appropriate conclusions and clearly communicate my findings, resulting in a 73% grade and a business recommendation.

2000 – 2007

Freebridge School

A-Level: Business studies (B), French (C)

8 GCSEs including Maths, English, Spanish and French

Finance Related Work Experience

If you have relevant experience it can be useful to group it all together.

2011 (Feb – Aug)

Audigest S.A. (Madrid) Audit Assistant

- Six months' work experience in an international bank.
- Reviewing company financial systems and analysing risk.
- Testing to check that financial information systems were fit for purpose.

List your relevant duties.

Developed excellent data investigation skills such as an ability to use a range of sources, check findings and question conclusions resulting in a key role helping business clients develop efficient systems.

Built longstanding business relationships through outstanding client service delivery, a professional attitude and an ability to communicate with senior colleagues in both English and Spanish.

2008 (Jan – Aug)

Top Choice Holidays and Flights Ltd (Low Wycombe)

Financial Assistant/Supervisor

- Supplier statement reconciliation: Worked in a team of four matching invoices to payments made on account.
- Matched income to expenses over the financial period.

Directly relate your experience to the skills required by outlining how you performed the skills to a high level.

Demonstrated excellent teamwork skills in a busy financial environment, such as an ability to listen to clients and managers, perform my role to a high level and support colleagues, resulting in an early promotion.

2007 (Jul – Aug)

Dogs Protection League - Financial Assistant

- Working within the accounts payable team.
- Conducted bank reconciliations, branch recharges, updated sales and purchase ledger and calculated trial balances.
- Maintained fixed asset register.
- Responsible for producing branch holding funds and preparation of management accounts.
- Passed OCR Level 1 Book Keeping course.

Highlight the headings.

Make sure your dates are easy to see.

Quickly established myself as an enthusiastic and flexible finance professional ready to take on a wide range of technical data gathering and investigation roles.

Neatly align your headings.

Demonstrated sound problem-solving skills by developing a new financial protocol for assistants which is still being used today.

2006

Dave Bruegold Chartered Accountants - Work experience

Developed a strong passion to work in client service delivery within the finance industry.

Use short positive statements and power words.

Additional Work Experience

2010

Finsbury's supermarket (Hazelbridge)

Supervisor - Managing a small team and providing customer service.

2008 – 2011

Buckinghamshire Edge University

Campus librarian and university tour guide

Less detail is required for less relevant/older roles.

2006

McHenry's Restaurant (Low Wycombe)

Crew member and supervisor

Voluntary Experience

2011

Teaching English in Spain

2009

Student volunteering: Teaching young adults DJ'ing skills

2007

Teaching English in Mexico

Additional Skills

Outline any useful skills that are not mentioned in the advert/job description.

Languages

- French: Semi-fluent.
- Spanish: Fluency obtained working in Spanish-speaking countries.

IT

- OCR Level 1&2 Web design.
- Experience with SageLine 100, Barclays Business Master and Care (LiveContacts).
- Confident with all Office applications, email and internet.

Additional

- Enjoy running and have successfully completed organised races for Diabetes UK.
- Clean driver's licence.

Referee details available upon request

Use the two full pages.