

Example CVs

Chronological CV

Here's an example of a chronological CV for Daniel, an MBA graduate looking for a role to progress his career:

<h3>Daniel Rossi</h3>		
Tel: 01234 123456 email: d.rossi@smartmail.com LinkedIn: https://linkedin.com/in/daniel-rossi/		
Personal Profile		
NOTE: Profile summarises career aims in a way that is tailored to the job application.		
<p>A highly motivated CIMA professional with in-depth knowledge of financial and management information systems. Key strengths include commercial and business awareness, strategic analysis, analytical thinking and a logical approach to work.</p> <p>Successful completion of a Masters in Business Administration, and now seeking an opportunity to take on greater management responsibilities and challenge within a company finance function.</p>		
Professional Qualifications		
2015–2018	Masters in Business Administration (MBA),	The Open University
	Modules included: Managing performance and change Financial strategy Business operations: delivering value	
NOTE: Demonstrates value of OU study by citing projects that have a direct bearing on work activities.		
2011–2013	Professional Diploma in Management,	The Open University
	Projects included: Analysis of change strategy within current company Review of accounting systems, including proposals for future developments	
2008–2010	Professional Qualification,	CIMA
Career History		
2014–Present	Deputy Finance Manager	Ace Holdings, Portsmouth
NOTE: Each entry specifies how candidate's contribution added value to the organisation.		
	<ul style="list-style-type: none">• Planned and co-ordinated computerisation of the management accounts system, which required high-level organisational skills and the ability to think strategically to deal with complex challenges as the project progressed.• Trained staff in the use of the new system, providing concise and effective guidelines and designed a training plan. Ensured full staff engagement through involvement at all levels.• Reduced the cost of supplies by 11% in 2020/21 and was able to make savings by thinking creatively and identifying alternative methods of purchasing goods.• Strengthened and simplified the reporting of financial information; each team was given greater responsibility for reporting on their own accounts which led to greater transparency.• Researched a detailed marketing study leading to a refocused annual marketing plan.• Negotiated a £2m loan for a major construction project, which required research to present the case. Represented the company in negotiations throughout the bidding process, including at panel interviews.• Handled credit analyses and made credit recommendations.	

2010–2014 Management Accountant

S Finance, Poole

- Prepared regular financial statements and accounts, such as profit and loss accounts
- Analysed company performance
- Monitored spending, costs and budgets
- Interviewed clients
- Supervised an office of nine staff

2008–2010 Accounts Technician

S Finance, Poole

- Assisted with ledger accounts and budget preparation
- Prepared statements showing income and expenditure
- Processed expenses claims

NOTE: This entry briefly summarises previous employment history that is less relevant.

Career started as a Trainee Accounts Clerk with S Finance, learning the job and assisting with ledger accounts. Quickly promoted to Accounts Clerk and began working towards professional qualifications.

Additional skills and experience

NOTE: This section highlights the employability skills developed through study, work and even leisure interests.

- IT skills: use Microsoft Office and SAGE financial management software on a daily basis to write documents, prepare presentations, store and manipulate data and produce financial reports.
- Part-time study of the courses described above required self-discipline, time-management skills and determination. Developed a much broader awareness and understanding of company systems and functions as a result of study.
- Keen member of a local amateur dramatics society, acting as Stage Manager for the last four years, and providing an additional arena to further develop organisational and people-management skills.
- Currently Treasurer to primary school PTA.
- Language skills including conversational Spanish and French.
- Full clean driving licence.