

Reverse Chronological Template

NAME

Contact details including: address,
telephone number; email; LinkedIn

Profile

Three or four short sentences to promote your skills, strengths and personal attributes that would make you a suitable candidate for the role.

Key Skills and Achievements

Career History/ Employment History

Last role/Job title

Dates employed

Name of Organisation

List as bullet points your key achievements, highlighting your skills and strengths. Start each one with a positive action word, written in the past tense e.g.:

- *Developed*.....
- *Delivered*.....
- *Implemented*.....

Describe 4 or 5 key achievements.

Previous role/job title

Dates employed

Name of organisation

Write 3 or 4 key achievements for this previous role. Ensure you are promoting different skills and strengths to show the breadth and depth of your skill set.

- *Managed*.....
- *Changed*.....

Describe no more than your last 10 years in detail.

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Page 2 could begin with a third role – detailed as before up to 10 years

Further Career History/Employment History

Job Role

Dates of Employment

Name of company

Job Role

Dates of Employment

Name of company

Voluntary work/experience [only list if relevant]

Voluntary Role

Dates

Name of Organisation

Professional Development/Qualifications/Training

*List courses, qualifications, accreditations relevant to the job for which you are applying.
Include memberships of relevant organisations.*

Education

Always include on an application form as requested.

Start with latest qualification [no need to include A Level and GCSE or equivalent unless specifically requested or you have left education within the last three year].

Personal Interests

Briefly list no more than three.