Chronological CV

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Use a chronological CV to:

* Stay in the same industry and/or same job
* Highlight your ideal job progression and a steady employment record
* Set the stage for your next career move
* Demonstrate that you meet the key requirements of an industry you know

**Suggested CV format:**

**Name**

Contact details including address, email and telephone.

**Career Profile or Overview**

A brief relevant statement of your main qualifications and relevant experience.

**Career Goal or Objective**

This is optional and can focus the reader on what you are seeking.

**Employment History**

List the employers you have worked for chronologically. Format can vary, but ensure that:

* Your most recent position is listed first
* List dates consistently
* Account for gaps in the sequence
* Include your job title and give an indication of organisational context
* Avoid showing each new position with the same organisation as a new job
* Describe your duties and responsibilities in plain English terms
* Mention several verifiable accomplishments
* Consolidate older and less relevant experience at the bottom of the CV.

**Education and Qualifications**

List any education or training, including the name of the education provider and years attended. List your most important qualification first.

**Professional Memberships**

Include a section on professional memberships, especially if this is required in your industry.

**Concluding Statements**

Statements can be added, but should be brief and contribute to rather than detract from the main CV.

**References**

List two to three here or say that they are available upon request.