

Example of a Chronological CV

Amanda Mason

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Second year History undergraduate with experience of freelance editing and proof reading, experience of producing writing for a range of local and national publications, seeking a work experience placement in newspaper Journalism.

EDUCATION

2019 – 2022 **University of Portsmouth**
BA Hons History

Degree focussed on studying modern European and American history and included subjects such as: Politics and Culture of 19th Century Russia; The Rise of the United States since 1880; The Concept and Art of Warfare in Europe and North America 1800 – 2000; Empire in crisis – the Soviet Union and its collapse; The Legacy of the Second World War – reconstruction and reconciliation since 1945.

This course combined theoretical study and project work, developing transferable skills in:

- presenting strong written arguments by selecting and communicating findings in a structured, coherent and persuasive manner for example, for presentations to students
- conducting research using different tools and sources such as news archive material and government records
- working independently, setting own deadlines and managing workloads effectively for example for projects on media relations and history of broadcasting
- conducting reflective thinking and research, especially in relation to final dissertation
- working in teams, with groups of five to ten fellow students to manage course projects on the history of news reporting in Europe

2011 – 2018 **Hertford Collegiate School, Portsmouth**

- A-levels including Art (B), English Literature (B), History (C) and General Studies (B)
- AS level in French (C)
- 10 GCSEs grades A*–C, including Maths, English and Science
- Governor's prize for outstanding academic achievement

RELEVANT EXPERIENCE

May 19 – Present **President / founder member and Publisher**
University Comedy Society

- Launched a project to produce a brand-new campus publication in the shape of an alternative student magazine
- Implemented new club, Comedy Time, to support the project, which raised over £400 from sponsorship deals with local businesses to fund first and future editions
- Sourced and organised access to publishing facilities
- Researched and arranged platform for publicity and distribution
- Regularly commission articles and write editorial for the publication Illustrated material for initial launch publication and continue to illustrate subsequent editions

Feb 19 - May 19 **Writer for charity newspaper**

- This role involved writing a series of articles on the subject of sponsorship
- Responsibility for advising the fundraisers on circulation strategy
- Assumed an active role in the production of the newspaper, including membership of the editorial team of five people

Feb 18 - Mar 18 **Campaign co-ordinator for Mock Election**

- Took charge of campaigning for the mock GREEN party
- Conceived and designed various posters, implemented a publicity campaign
- Co-founder and writer for sixth form History magazine
- Set up a magazine along with a team of five other students
- Negotiated and received a budget of £200 to cover magazine overheads
- Injected creativity into the design process
- Wrote the front page article for the first issue and sought out various other contributors

OTHER EXPERIENCE

Feb 19 – present **Bartender**
University of Portsmouth Students' Union

- Working in a team of five staff to provide efficient bar and food service in a busy work environment
- Liaising with kitchen staff, external suppliers and sponsors of events
- Managing financial records and ensuring safe storage of cash of up to £5,000
- Using leadership and management skills to co-ordinate and deliver training for new staff on service techniques and safety legislation

May 18 – present **Administrative Assistant**
Hertford Collegiate Enterprises Ltd

- This is an ongoing vacation job which involves:
- Establishing and managing booking database for company community sports centre
- Managing software updates and training staff
- Regularly setting up and serving silver service for weddings, assuring good professional standards and impeccable personal presentation

ADDITIONAL INFORMATION

2019 Portsmouth Chamber of Commerce Prize for creative writing

HOBBIES AND INTERESTS

- Drawing and Painting
- An active member of UKC's Mountaineering Club, taking part in events and trips over the past year
- Cycle as a means of transport around Portsmouth, and swim frequently

REFERENCES AVAILABLE ON REQUEST