



Chronological or performance CV

What is a Chronological or Performance CV format?

A Chronological or Performance CV is the most popular type of CV. It highlights job titles and company names, starting with your most recent job and working backwards. Under each job title you list your responsibilities and achievements in the role. Choose this sort of CV to show how you have progressed.

When to use a chronological or Performance CV:

- These are best when you have had continuous employment with no gaps. If you do have gaps, then mention them and give an appropriate reason for them, such as bringing up a family. If you have gaps in your CV because you have been in prison, contact a careers adviser to discuss how to disclose this on your covering letter.
- You want to highlight your career progression.
- Your present or last employer is well-known by the company you're applying to.
- You want to stay in the same line of work.

However it can end up as just a list of what you've done, leaving the employer with very little idea about what you are like as a person.

This style of CV might not be suitable for you if:

- You want to change your type of job.
- The relevant experience you're trying to emphasise was some time ago – it might not stand out.
- You've worked in lots of different jobs and you want your CV to look more focused.

You should include:

- Your contact details.
- Education and qualifications, degree subject, class (attained or expected), modules studied, A levels, always with dates and grades, summarised GCSE/O levels or CSEs.

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Sourced from:

Open University: www.open.ac.uk/careers and Careers Advisory Service: www.careersadvice.direct.gov.uk

- All paid or unpaid work experience, even if unrelated to the job applied for.
- Responsibilities, achievements and skills developed in these posts.
- Activities and interests, current rather than from times past.
- Achievements and additional skills, such as languages, IT.
- You might like to include a short paragraph about your key skills or career aims after your personal details.

You don't need to include:

- Your nationality, unless you will need a UK work permit
- Your marital status
- Details and ages of your children
- Your health status
- School and university addresses
- Examining boards
- Minor qualifications unrelated to the post applied for.

The most important point is that you are comfortable with it - it's your CV and you need to feel it represents you accurately and effectively.

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