Example of a Chronological CV Amanda Mason

23 Rough Common Road, Hertfordshire, SG15 7BK [mason@yahoo.com.uk](mailto:mason@yahoo.com.uk)

01234 111222

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