**Resume template - chronological style**

[Name]

[Address]

[Email address]

[Mobile number]

**Education**

[Start date–end date] [Institution name, qualifications acquired]

* Note subjects, specialisations, achievements, relevant extra-curricular activities

**Training**

* Demonstrate your commitment to improving your skills and investing in your career

**Awards and recognition**

* List any career-relevant awards

**Special skills and abilities**

* List niche skills: languages spoken, software packages, coding languages

**Personal statement**

This optional section may be used to give a sense of your personality or interests. This is especially useful if your interests align in some way with the industry, business or role you’re applying for.

**Example:** *An actuarial studies graduate from the University of X looking for an entry-level actuarial position to further develop my analytical skills and knowledge in a fast-paced real world environment. I have strong commercial awareness and proven interpersonal and technical abilities.*

**Career history**

[Title ]

[Company]

[Start date–end date]

* Bullet points outlining responsibilities and achievements
* Use action-oriented verbs and finite numbers like ‘Increased revenue by 14.7%’
* Include examples of ‘soft’ skills where relevant, such as stakeholder management, communication and team work

[Title ]

[Company]

[Start date–end date]

[Title ]

[Company]

[Start date–end date]

**Referees**

Either list referees or state that they are available upon request