

## An example of a chronological CV

**SABINA MAYAT**

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**Home Address:** (from 10/6/03)

63 Smithsonian Street  
Stockport SK3 2DJ

Tel: 0161 963 4420

**CAREER OBJECTIVE**

An enthusiastic individual with an interest in moving into management training which will allow further development of my leadership and communication skills. Committed to working in a fast moving environment, which will provide challenges.

**EDUCATION**

**2000 - 2003**

**Glebe College, University of London**

BA Modern & Contemporary History

Due to be awarded June 2003

Expected result: 2:1

**2002 – 2003**

**Final year - Main Courses**

World War II Campaigns and Leaders'  
'Italian Cities since 1950's'

**2001 – 2002**

**2nd year - Main Courses**

'The Rise of Fascism in the 1930's'.  
'France – Political Parties in the 5th Republic'  
Overall result: 2:1

**2000 – 2001**

**1st year - Main Courses**

'Ireland and Britain since 1920',  
'The Role of the Left in 20th Century European Politics'. Overall result: 2:2

**Major Project**

**(2nd year)**

Independent project: 'Churchill and Atlee - the 1945 election campaign'. This involved:

- co-ordination of research across several libraries and the Public Record Office;
- development of project management skills and interviewing of leading academic experts;
- undertaking quantitative and qualitative analysis of complex statistical information – voting patterns, etc.

**1993 – 2000**

**June 2000**

**June 1998**

**Stockport High School**

A-levels: History (B), Mathematics (B), Geography (D)

GCSEs: 8 subjects, grades A-C

including Mathematics (A), French (A)

## **WORK EXPERIENCE**

**October 2001 – Present**

### **Position:**

### **Glebe College Students' Union,**

The Market Place

*Team Member* (shop) 8 hours per week

Work under pressure to a high level of accuracy, while maintaining good customer relations.

**Summer 2001**

### **Direct Northern, Manchester**

*Underwriting Assistant*

- Strengthened spoken and written communication skills for business.
- Dealt efficiently with the public and improved IT skills.

**Summer 2000**

### **Tesco, Stockport**

*Sales Assistant/Accounts Assistant*

- Handled large sums of money.
- Adapted to different roles at short notice.

## **ADDITIONAL SKILLS**

### **Computing**

Word processing and spreadsheets used ongoing in course work and during work experience. Gained ECDL (European Computer Driving Licence).

### **Languages**

Have maintained French since GCSE through annual grape-picking visit there and attended Spanish classes since last year.

### **Driving Licence**

Full clean UK Licence

## **INTERESTS & ACHIEVEMENTS**

### **Music**

- Piano: Grade 7; enthusiastic member of several informal groups. Successful time management to combine music with study and part-time employment.

### **History Society**

- Elected Membership Officer (2000)
- Contributed to 20% rise in membership over previous year
- Jointly managed a budget of £1,200 and negotiated sponsorship from the local newspaper.

### **Referees**

Dr Jane Macintyre, Lecturer in  
Modern History (Tutor)  
Glebe College, 283 Mile Post Lane,  
London E4 6SZ Tel: 020 8332 9816  
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