

## An example of a chronological CV

### MING SU (LILY)

**Term address** (until 13/03/2005)

Flat 3, 104 Daisy Bank Road  
Victoria Park, Manchester M14 6RP

**Home address**

1042 Hong Qiao Road,  
Hong Estate,  
Shanghai, 6000872 CHINA

**Tel:** 07958 765377**DOB:** 19/01/1984**E-mail:** su.ming@student.manchester.ac.uk**Nationality:** Chinese (no work permit required for vacations)

It can help to clarify  
your work permit  
status here

**EDUCATION****2001 - 2005****The University of Manchester, United Kingdom**

BA (Hons) Accounting &amp; Finance

*Average grades:* Year 1 - 68% Year 2 - 67% Expected result 2:1*Modules include:* Financial accounting, Management accounting, Business information systems, Finance, Financial markets, Business economics*Skills developed:* Independent project work has developed my analytical thought, numeracy and ability to manage projects effectively.

Regular group working in teams of 3-6 has improved my ability to build effective working relationships.

Market your  
qualification - skills,  
modules, relevant  
experience gained

**1998 - 2001****School of Pre-School Education, China**

Diploma in Pre-School Education

Grade A\* - This qualification is equivalent to A-level study

**ACCOUNTING EXPERIENCE****June 2004****PricewaterhouseCoopers, London**

Insight into Accountancy

Actively participated in this one-day seminar about accountancy careers and opportunities for graduates. Included practical group case studies and presentations and developed industry awareness.

**Summer 2001****Freshlands Accountants, Shanghai, China**

Administrative Assistant

Provided effective administration support for a financial and human resource team of 5 individuals. Organised paperwork, provided frontline internal client support, effective minute-taking, stock ordering and diary management.

*Achievements:*

- Volunteered to provide IT training to other administration colleagues and inducted new members joining the team.
- Developed my understanding of financial administration and accounting practices and my skills in customer service, organisation and project management.

It is fine to separate  
out relevant work  
experience

Focus upon responsibilities,  
achievements and/or  
evidence of skills developed

**OTHER WORK EXPERIENCE****2002 - 2004****Jabez Clegg**

Bar Assistant/Supervisor

- Regularly responsible for the management of this busy student bar. Work in a team to manage tasks across the group on busy nights.
- Stock maintenance, dealing with difficult customers and providing ideas for theme nights with colleagues.

## ACHIEVEMENTS & AWARDS

### Academic

2004 - **CIMA Prize** for highest grade in Management Accounting module - presented at an awards dinner.

1999, 2000 & 2001 - 5 awards for strong academic grades across business and English studies.

### Societies

**Manchester University Kung Fu Society** - attending meetings, supporting colleagues to manage tournaments and motivate other team members. Successfully recruited 40% more members in 2003 through new initiatives.

**Community Action** - organising group outings and a Christmas party for elderly residents. Involves budgetary and organisational skills to co-ordinate parties and has developed my communication skills, including patience and support, working closely with diverse groups of people.

### Sport

#### **Kung Fu** - Brown Belt

Active member - participate in regular competitions, manage regular practice with academic study and employment.

**Kung Fu Instructors Certificate** - includes training on health & safety, budgeting, managing, motivating and developing people. Introductory teaching support has helped me to develop my communication skills with a wide range of people.

## SKILLS

### IT

**European Computer Driving Licence Certificate** - competent in all Microsoft Office packages including Excel, Word, Access, Powerpoint. Regularly used for academic and work projects.

### Languages

Mandarin – native language

English – fluent

Cambridge Certificate in English Language Skills – pass with merit

French – basic communication

## INTERESTS

### Travel

Enjoy meeting people from and experiencing new cultures. Have travelled extensively in SE Asia, America and Europe.

### Health

Kung Fu, Aerobic fitness, Yoga - Ashtanga.

## REFERENCES

### Academic -

Dr. Jones, Accounting & Finance, Manchester Business School, The University of Manchester, Oxford Road, Manchester M13 9PL  
Tel: 0161 275 3344. E-mail: B.Jones@manchester.ac.uk

### Employer -

Mr. Lee Tong Hau, Partner, Freshlands Accountants, Room 902, Shanghai Universal, Tower 4, 168 Yu Luan Su, Shanghai, 200073 China  
Tel: +86 21 6295 4335 E-mail: T.Lee@freshlands.com  
(E-mail/fax correspondence in English is welcome)

It is possible to summarise a long list of awards and help an employer to make sense of them

It is helpful to clarify the language ability/preferences of any international referees