

## **Sample historical CVs**

Use this CV based on employment history to help you develop your own CV.

Name

Address

Tel: (home)

Mobile:

Board director who develops and turns around businesses. Team builder and team member who enjoys challenging the status quo. Makes a 'constructive difference' by initiating and delivering strategic solutions to business problems.

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### **Joe Bloggs Consultancy 1995-to date**

Established a Management Consultancy targeted on small to medium-sized businesses. Clients have included a manufacturer, a hygiene wholesaler, a national distributor of disposables and an office products trade body. Key approach centred on combining strategic vision, operational common sense and customer focus. Assignments included:

- Developing and implementing new IT strategy for small company. Significantly improved management information and increased gross profit from 33% to 42%.
- Reviewing strategic direction of two companies. Identified new business development initiatives and advised acquisition targets.
- Invited by one client with £1.5 million sales to take 24% equity stake to strengthen existing management team.

### **Roles Ltd 1989-1995**

Wholesaler of disposables/consumables with sales of £150 million and staff of 600.

### **Logistics director 1992-1995**

Unique position created for me with responsibility for entire supply chain management process. Managed 350 staff at 21 depots, purchases of £82 million, stock of £6 million and a marketing budget of £450k.

- Initiated and chaired a strategic review of all non-sales activities. Developed and gained agreement to new strategic plan.
- Introduced a hub/satellite depot structure to achieve step change in distribution efficiency.
- Introduced customer service level targets of 98.5% to improve company focus on customer satisfaction.

### **Commercial director 1987-1996**

Invited to HO to ensure that Styrell's product and service offer met current and future customer needs and was understood and implemented by the field.

- Produced product strategy papers to communicate strategic direction.
- Created product manager role to improve focus on key product areas.
- Reduced costs by over £1 million via supplier action plan.

### **Divisional director 1974-1987**

Recruited with full profit responsibility for two regions generating £53 million sales.

- Successfully managed a major organisational restructure within budget and timescales.
  - Maintained sales during recession by increasing market share.
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## **Education and training**

1986 Sundridge Park, General Management Development Programme, 3 weeks  
1971-1974 Leeds University: BSc (Hons) Management Sciences  
Member of the Chartered Institute of Marketing  
Member of the Institute of Directors

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## **Personal**

Status: Married; one adult daughter  
Interests: Golf, running, tennis, cycling, food and wine