



- Your details
- Name & contact info
- DON'T GIVE TOO MUCH!



- Your personal statement or key skills
- What are you good at?



- Your education
- School names and qualifications



- Your achievements and strengths
- What have you done or won?



- Previous job experience/hobbies
- Where have you shown responsibility for tasks or people?



- Referee
- Who could back up what you say about yourself?