**Personal details**

Fill in your personal information at the start of the CV. This will enable an organisation to know who you are, and to contact you

**Education and Qualifications**

Provide details of your secondary school and/or college, including the organisation’s full name, dates you attended and type and grade of qualification you have achieved. Start with the most recent (including where you currently attend and what you are studying for) and work backwards.

**Employment**

Provide details of your paid employment including organisation name, duration of employment, role title and a summary of the role. Start with the most recent and work backwards.

**Volunteering**

Provide details of any volunteering you have done including organisation name, duration of volunteering, role title and a summary of the role. Start with the most recent and work backwards.

**Additional Information**

Include any further achievements, qualifications, hobbies and skills that don’t fit into the previous categories. Provide similar information as in the previous sections, such as organisation names, dates and skills. You may wish to state if you are IT literate, hold a driving licence, are willing to travel within the local area, and are willing to undertake required training.

**References**

If possible, provide information on one or two people who you have worked with previously and who know you well. This may be a manager, leader, or teacher. It should not be a family member or friend. Provide their name, role title, and contact information, but **make sure to ask their permission first**.