

YOUR FULL NAME

City / Town, Province | 060 000 0000 | your.name@email.com | LinkedIn (optional)

CAREER PROFILE

[Write 3–5 lines about who you are, your strongest experience or training, and the type of role you want. Example: Reliable administration graduate with experience in office support, data capturing and customer service. Proficient in Microsoft Office. Seeking an entry-level admin role in Gauteng.]

WORK EXPERIENCE

Job Title — Employer Name

City, Province | Month Year – Month Year (or Present)

- Describe a key duty or achievement relevant to the job you are applying for.
- Use clear action words: assisted, managed, captured, prepared, supported, operated.
- Add numbers where possible (e.g. served 40+ customers daily).

Previous Job Title — Previous Employer

City, Province | Month Year – Month Year

- Relevant duty or responsibility.
- Relevant duty or responsibility.
- Relevant duty or responsibility.

[Add internships, learnerships, volunteer or casual work if you have limited formal experience.]

EDUCATION & QUALIFICATIONS

Qualification Name — Institution

Year completed (or Expected Year) | Relevant subjects / distinctions if useful

Matric / National Senior Certificate — School Name

Year | Key subjects (optional)

Short courses / certificates: e.g. Computer Literacy, First Aid, PSIRA Grade, Driver's Licence Code B

SKILLS

Computer: Microsoft Word, Excel, Outlook, email, data capturing

Languages: English (fluent), [other languages and level]

Job skills: customer service, administration, stock control, cash handling, driving

Licences / registration: e.g. Code B driver's licence, PSIRA (if applicable)

REFERENCES

Available on request.

[Or list 2 people: Full name, relationship, phone, email — only with their permission.]
