[Your Full Name]

[Suburb, City]
[Cell number] · [email@example.com]

PROFILE

Motivated matriculant with practical computer and customer service training. Quick learner looking for an entry-level admin or front desk role.

EDUCATION

National Senior Certificate (Matric) – [School], [Year]

SHORT COURSES & CERTIFICATES

- **[Computer skills course name]** – [Provider] | Completed: [Year]
- **[Customer service course name]** – [Provider] | Completed: [Year]

VOLUNTEER WORK

[Role] – [Organisation], [City]
[Month Year] – [Month Year]

REFERENCES

Available on request.

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