[Your Full Name]

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

PROFILE

Reliable and organised matriculant looking for an entry-level admin or retail position. Comfortable with Excel, filing and serving customers. Kept registers and records as a youth group volunteer and helped run a family shop on weekends.

SKILLS

- Excel basics (data capturing, sorting, filters)
- Customer service and cash handling
- Filing and record-keeping
- Clear communication in English and [home language]

PROJECTS AND PRACTICAL EXPERIENCE

Career Day Registration (School Project) – [School name]
[Month Year]

- Captured learner registrations in Excel and printed sign-in sheets.
- Helped direct visitors to the correct venues on the day.

VOLUNTEERING

Youth Group Coordinator (Volunteer) – [Organisation name]
[Month Year] – Present

- Keep the weekly attendance register in Google Sheets.
- Send meeting reminders to members on WhatsApp.

WORK EXPERIENCE

Shop Assistant (Family Business, Part-time) – [Shop name]
[Month Year] – [Month Year]

- Served customers and handled cash payments.
- Counted stock weekly and noted items to reorder.

EDUCATION

National Senior Certificate (Matric) – [School name], [Year]
Subjects: [e.g. English, Mathematical Literacy, Business Studies]

REFERENCES

[Reference Name], [Their role, e.g. Youth Group Leader]

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[Organisation]
[Cell number]

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