[YOUR FULL NAME]

[Cell number] · [Email address]
[Suburb/town], [Province]
[Optional: LinkedIn / portfolio link]

Application for: [Job title exactly as advertised]
Reference number: [If the ad has one]
Preferred location: [Branch or area, if relevant]

QUICK DETAILS

- **Current status:** [e.g. Final-year student / Employed / Unemployed / Career break]
- **Availability:** [Immediately / From DD Month YYYY / After X weeks' notice]
- **Work eligibility:** [South African citizen / Valid work permit]
- **Driver's licence:** [Yes – Code B / No] (only if relevant)

TOP SKILLS FOR THIS ROLE

- [Skill 1 from the job ad, e.g. Customer service]
- [Skill 2 from the job ad, e.g. MS Excel – basic]
- [Skill 3 from the job ad, e.g. Stock control / Filing / Cash handling]

Attachments: CV, certified copy of ID, qualifications, and any other documents requested in the advert.

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