[Your Name Surname]

[Cell number] · [Email address]
[City, Province]
[LinkedIn/Portfolio link – optional]
Driver's licence: [Code B] · Own transport: [Yes/No – only if relevant]

PROFESSIONAL PROFILE

Entry-level [target role] with strengths in [skill 1], [skill 2] and [skill 3], developed through [placement/part-time work/project]. Reliable, organised and confident working with [tools/systems]. Seeking a [job title] role where I can contribute to [type of work].

KEY SKILLS

- [Skill, e.g. Data capturing]
- [Skill, e.g. MS Excel (basic formulas, formatting)]
- [Skill, e.g. Customer service]
- [Skill, e.g. Filing and document control]
- [Skill, e.g. Communication (phone and email)]
- [Skill, e.g. Time management]

EXPERIENCE

[Job title or Volunteer role] – [Employer/Organisation], [City]
[Month Year] – [Month Year]

- [Duty 1: what you did + who or what you supported]
- [Duty 2: tools or systems used]
- [Duty 3: result or achievement you can prove]

EDUCATION

[Qualification] – [Institution], [City]
[Year completed / Expected year]
Relevant modules: [Module 1], [Module 2], [Module 3] (optional)

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

TRAINING AND CERTIFICATES

- [Course name] – [Provider], [Year]
- [Course name] – [Provider], [Year]

LANGUAGES

- [Language] – [Fluent/Conversational/Basic]
- [Language] – [Fluent/Conversational/Basic]

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REFERENCES

[Reference 1 name], [Title], [Organisation]
[Phone] · [Email]

[Reference 2 name], [Title], [Organisation]
[Phone] · [Email]

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