[YOUR FULL NAME]

[Cell number]
[Email address]
[City, Province]
[LinkedIn URL or portfolio link (optional)]

PERSONAL STATEMENT

Reliable and safety-focused [job title e.g., Stores Clerk / General Worker / Warehouse Assistant] with [X] years' experience in [industry/setting]. Recently retrenched due to restructuring and available immediately. Known for punctuality, accurate paperwork, and working well with supervisors and teams.

KEY SKILLS

- Stock receiving and dispatch support
- Picking, packing and labelling
- Basic paperwork: delivery notes, checklists, stock counts
- Housekeeping, safety and PPE compliance
- Teamwork, communication and shift work
- Computer basics: WhatsApp/email scanning and document handling

WORK EXPERIENCE

[Most recent job title] — [Company], [Town/City]
[Month Year] – [Month Year]
Reason for leaving: Retrenched due to operational requirements (restructuring).

- Supported daily receiving and dispatch by checking goods against delivery notes and reporting shortages/damages.
- Assisted with stock counts and kept storage areas clean, labelled and organised.
- Worked safely around equipment and followed supervisor instructions and site procedures.
- Helped train new staff on basic packing standards and housekeeping routines.
- Maintained punctual attendance and supported overtime when required during busy periods.

[Previous job title] — [Company], [Town/City]
[Month Year] – [Month Year]

- Handled general duties including cleaning, loading/offloading, and moving stock to assigned areas.
- Reported maintenance issues and safety hazards to supervisors early.
- Followed checklists and instructions to complete tasks correctly the first time.

EDUCATION

[Highest level e.g., Matric / Grade 11] — [School], [Year completed]

SHORT COURSES / TRAINING

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

AVAILABILITY

Available immediately | Willing to work shifts and weekends | Willing to travel within [area]

REFERENCES

References available on request. (Reference letter available if required.)

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