

# [Your Full Name]

[Suburb, City]

[Cell number]

[Professional email]

[Optional: LinkedIn or portfolio link]

## CAREER OBJECTIVE

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Reliable and hardworking matriculant seeking my first entry-level role as a [job title]. I bring strong communication, a willingness to learn, and proven responsibility through [school leadership / volunteering / project]. Available to start [date] and able to work [shifts / weekends].

## KEY SKILLS

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- **Customer service and communication:** confident speaking to people and handling questions politely (school events and team activities)
- **Time management:** balanced exam preparation with [sport / cultural activity / home responsibilities]
- **Computer skills:** MS Word, basic Excel, email and online forms (school projects and assignments)
- **Teamwork:** worked in a group for [project name], shared tasks and met deadlines
- **Attention to detail:** accurate with written work, checking instructions and correcting mistakes

## EDUCATION

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**National Senior Certificate (Matric)** – [School name], [Town/City]

*Completed: [Year]*

- **Key subjects:** English Home Language, Mathematics / Maths Literacy, Life Orientation, [3–4 relevant subjects]
- **Highlights:** [e.g. excellent attendance / improved results / top in subject]

## SCHOOL PROJECTS

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- **[Project name] ([Subject]):** Researched [topic] in a team of [number] and presented our findings to the class. Managed my section and delivered on time.
- **[Project name] ([Subject]):** Created a [poster / spreadsheet / basic budget / short report] using [Word / Excel / Google Docs] and checked for errors before submitting.

## LEADERSHIP AND ACTIVITIES

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- **[Role], [Club / Sport / Committee]** – [Year]: Helped organise [events / practices], shared updates with members and supported younger learners.
- **[Sport / Cultural activity]** – [Years]: Built discipline and teamwork through regular training and [competitions / performances].

## VOLUNTEERING AND COMMUNITY INVOLVEMENT

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- **[Organisation / Community activity]** – [Month Year]: Helped with [serving / packing / cleaning / admin], followed instructions and worked respectfully with others.
- **Home responsibilities:** Supported my household by [caring for siblings / helping in the family business] while keeping up with school.

## SHORT COURSES

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- **[Course name]** – [Provider / School / Community centre], [Year]  
Topics: [2–4 topics]

## AVAILABILITY

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- Available: [immediately / from date]
- Preferred location: [area / willing to travel]
- Work type: [full-time / part-time / weekends / holidays]

## REFERENCES

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### **[Name Surname]**

[Teacher / Coach / Community leader], [School / Organisation]  
[Cell number]  
[Email]

### **[Name Surname]**

[Teacher / Coach], [School]  
[Cell number]  
[Email]