

[Your Name]

[Cell number]

[Email address]

[Location: Suburb, City]

[LinkedIn URL or Portfolio link – optional]

PROFILE

Recent [Diploma/Degree] graduate in [Field] (NQF [X]) seeking an internship in [Role/Department]. Strong in [skill 1], [skill 2] and [tool/software], with practical experience through academic projects and [WIL/practicals/volunteering]. Known for being reliable, organised and able to learn new systems quickly.

EDUCATION

[Qualification name] (NQF [X]) — [Institution], [Campus]

[Start year] – [End year or Expected Month Year]

Key subjects/modules: [Module 1], [Module 2], [Module 3], [Module 4], [Module 5], [Module 6]

National Senior Certificate (Matric) — [School], [Town]

[Year]

RELEVANT MODULES

- [Module aligned to internship requirement]
- [Module aligned to internship requirement]
- [Module aligned to internship requirement]
- [Module aligned to internship requirement]
- [Module aligned to internship requirement]
- [Module aligned to internship requirement]

PROJECTS / PRACTICAL WORK

[Project name] — [Institution] ([Year])

- Collected and organised [data/materials], using [tool/software] to prepare [output: report/presentation/dashboard].
- Worked in a team of [X] to plan tasks, meet weekly deadlines, and present findings to [lecturer/class/client].
- Produced [deliverable], focusing on [quality/accuracy/customer requirements].

[WIL / practical / job shadowing] — [Organisation/Department] ([Month Year] – [Month Year])

- Supported daily admin by [booking/filing/capturing/stock counts/customer queries] and maintained accurate records.
- Used [Excel/Outlook/POS system/lab method] to complete tasks and report issues to

[supervisor/mentor].

- Followed workplace rules for timekeeping, communication and confidentiality.

SKILLS

- **Computer:** [MS Word], [Excel], [PowerPoint], [Google Drive/Docs], [Email/Outlook], [Any field software]
- **Admin:** filing, data capturing, minute taking, scheduling, document control
- **Workplace:** communication, teamwork, time management, attention to detail

CERTIFICATES

- [Certificate / short course] — [Provider], [Year]
- [Certificate / short course] — [Provider], [Year]

REFERENCES

Available on request (lecturer / WIL supervisor / volunteer coordinator).