

[YOUR FULL NAME]

Cell: [0XX XXX XXXX]

Email: [yourname@email.com]

Location: [Suburb, City]

LinkedIn (optional): [link]

PROFILE

[Matriculant / Grade 12 school leaver] seeking an entry-level [learnership / internship / job] in [field or role, e.g. retail, admin, hospitality, call centre]. Known for strong attendance, being reliable with responsibilities, and working well with people. Comfortable with basic computer tasks (WhatsApp, email, typing, Google Docs/Word) and willing to learn fast. Available [immediately / after exams / weekends].

SKILLS

- Communication: polite, clear speaking, good listening
- Customer service: helping people, handling questions, staying calm
- Teamwork: group projects, sport teams, school events
- Time management: balancing schoolwork, chores and deadlines
- Computer basics: email, internet research, typing, Microsoft Word/Google Docs
- Cash handling (if true): counting change, basic sales

EDUCATION

[School Name], [Town/City]

National Senior Certificate (Matric), [Completed 20XX / In progress 20XX]

Subjects & results

- English Home Language / First Additional Language – [XX% / Level X]
- Xitsonga / isiZulu / Afrikaans / etc. – [XX% / Level X]
- Mathematics / Mathematical Literacy – [XX% / Level X]
- Life Orientation – [XX% / Level X]
- [Business Studies] – [XX% / Level X]
- [Accounting / CAT / Physical Sciences / Life Sciences / Geography / History] – [XX% / Level X]

If results are pending, replace the percentages with: “Results pending (latest report available on request)”.

SCHOOL & COMMUNITY ACTIVITIES

- [Role], [Organisation/School] – [Year]: [What you did, e.g. assisted with registration, setup, crowd control, welcoming people]
- [Sport/Team], [School/Club] – [Year]: [Responsibility, e.g. training attendance, teamwork, captain/vice-captain duties]
- [Leadership], [School] – [Year]: [Example, e.g. class rep, helped communicate messages and organise tasks]

- [Volunteer/Church/Community], [Place] – [Year]: [Example, e.g. helped serve food, pack donations, clean up]

WORK EXPERIENCE

If you have none, remove this section.

[Job title] – [Employer], [Area]

[Month 20XX] – [Month 20XX]

- Assisted customers with orders and basic questions
- Kept the area clean and followed instructions from the supervisor
- Handled packing, carrying stock, and basic counting/checking
- Arrived on time for shifts and communicated early when unavailable

REFERENCES

Available on request.