[Full Name]

[Suburb/Town], [Province]
[Cell number] · [Email address]
Driver's licence: [Code B / None]
Languages: [English, isiZulu, Afrikaans, etc.]

PERSONAL PROFILE

Matriculated and applying for a learnership in **[field]**. Reliable and punctual, with strong communication skills and a willingness to learn. Comfortable working in a team, following instructions, and completing tasks to deadlines. Available to start in **[month]** and committed to completing the full learnership programme.

EDUCATION

National Senior Certificate (Matric) – [School Name], [Town]
[Year]
Key subjects: [English], [Maths / Maths Lit], [Life Orientation], [Other relevant subjects]

[Any other qualification] – [College/Institution], [Town]
[Year]
Status: [Completed / In progress]

KEY SKILLS

- Basic computer skills: MS Word, email, internet research
- Clear communication (in person, phone, WhatsApp)
- Good timekeeping and attendance
- Accurate with details (forms, capturing information)
- Teamwork and willingness to learn

EXPERIENCE

Volunteer / Assistant – [Organisation/Community project], [Town]
[Month Year] – [Month Year]

- Helped with daily tasks including welcoming visitors, organising materials and keeping the area tidy.
- Worked with a small team and followed instructions from the coordinator.
- Handled basic admin (names lists, messages, and checking information for accuracy).

Informal work – [e.g. Family spaza shop], [Town]
[Month Year] – [Month Year]

- Assisted with customer service, packing shelves and basic stock counts.
- Responsible for opening and closing tasks and keeping the workspace clean.

CERTIFICATES

Free template from cvhub.co.za - build and share your CV for free

- [Short course name], [Provider] – [Year]
- [Computer course / First aid / Safety], [Provider] – [Year]

REFERENCES

Available on request.

Free template from cvhub.co.za - build and share your CV for free