

[Your Full Name]

[Suburb, City/Town]

[Cell number]

[Email address]

PROFILE

Entry-level candidate applying for a petrol attendant role. I am friendly with customers, careful with money and willing to work shifts. I learn quickly, follow rules and take pride in keeping my workspace neat and safe.

KEY SKILLS

- Customer service: polite greetings, listening, helping customers quickly
- Cash handling basics: counting change carefully, keeping money secure
- Teamwork and communication
- Cleanliness and safety awareness
- Available for shifts and weekends

EXPERIENCE

Volunteer / Informal work – [Organisation / Family business / Neighbourhood], [Area]
[Month Year] – [Month Year]

- Helped customers and community members by answering questions and assisting with basic tasks.
- Handled small cash payments responsibly and kept simple records of amounts.
- Kept the area clean and organised and followed instructions from a supervisor.
- Showed reliability through punctuality and regular attendance.

EDUCATION

[Matric / Grade 11] – [School name], [City/Town], [Year]

ACHIEVEMENTS

- [Prefect / Class rep / Team captain]
- [Good attendance record]
- [Church group / Sports club / Tutoring]

AVAILABILITY

Shifts: [Any shifts / Weekends / Public holidays]

Transport: [Walking distance / Taxi route / Lift club]

REFERENCES

[Name Surname] – [Teacher / Coach / Community leader]

[Cell number]

[Name Surname] - [Volunteer supervisor / Family friend]

[Cell number]