

[Your Full Name]

[Town or Suburb, Province]

[Cell number] · [email@example.com]

Driver's licence: [Code] (optional)

Languages: [e.g. isiXhosa, English, Afrikaans]

PROFILE

Entry-level applicant to the South African Police Service with a strong record of reliability, community involvement and teamwork. Completed matric and [any study or short courses], with practical experience in [retail / admin / security volunteering / community work]. Known for punctuality, calm communication and following procedures. Available for shift work and willing to relocate within [area or province] if required.

EDUCATION

National Senior Certificate (Matric) – [School name], [Town], [Year]

Key subjects: [List 4–7 relevant subjects if useful]

[Qualification or course] – [College or University], [Year–Year or "In progress"]

Focus: [Optional: policing, criminology, public admin, law, psychology, etc.]

EXPERIENCE

[Job title] – [Employer or Organisation], [Town]

[Month Year] – [Month Year]

- Worked shifts with punctual attendance and followed site or store procedures.
- Dealt with the public respectfully and resolved routine issues by listening and escalating when needed.
- Completed basic admin tasks (forms, logs, filing) with attention to detail.

Volunteer / Community role – [Organisation], [Town]

[Month Year] – [Month Year]

- Supported community events and helped guide crowds and queues where needed.
- Helped coordinate donations and resources and kept simple records.
- Worked as part of a team with clear roles and accountability.

SKILLS

- Communication: clear spoken communication, basic report writing, professional phone manner
- Admin: accurate capturing, document handling, filing, checking details
- Computer: MS Word and Excel basics, email, scanning and printing
- Personal: disciplined, calm under pressure, respectful, able to follow instructions

ACTIVITIES AND LEADERSHIP

- [Sport or club]: Regular training and team commitment ([Year-Year])
- [Leadership role]: Class rep / house committee / church youth leader ([Year-Year])

REFERENCES

[Name Surname] - [Role or Relationship], [Organisation]
[Cell number] · [Email]

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[Cell number] · [Email]