***TIP: Remember to delete all the prompts in blue***

*Do you have a drivers licence?*

*Contact details (is your email address appropriate?)*

*Phone number*

*Do not add your date of birth or full address, just your suburb is fine.*

*Clearances/ SAPOL Clearance*

Objective

*Personal statement, this gives you an opportunity to give the employer some insight into what you’re looking for and introduce yourself.*

skills and attributes

*Have a think about what skills you possess. Do you have customer service experience? IT skills?*

*Consider transferrable skills, and be sure to relate this to the role you are applying for.*

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employment history

date:

*Ensure to include all experience in your resume, this includes volunteering. Including duties give the potential employer insight into what your previous role looked like and determine suitability for the role you are applying for.*

company name:

position:

duties:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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date:

company name:

position:

duties:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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date:

company name:

position:

duties:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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education

*Only include current study, or completed studies.*

date:

name of educational institution:

course NAME:

date:

name of educational institution:

course NAME:

date:

name of educational institution:

course NAME:

referees

referee’s name:

*It is generally recommended to have 2 referees. Have you checked if these people are willing to be a reference? Have you told them about the job/s you are applying for? Have you checked what they will say regarding your work?*

business name:

referee’s position:

contact details:

referee’s name:

business name:

referee’s position:

contact details: