|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Curriculum Vitae – Your Name** | | | | |
| **Your Name**  **23 Street Name, Suburb, City, Code** | | | **Introduction:**  Write a short (100 word) paragraph here that describes your abilities, interests, and strengths. Be sure to spend some time on this and make sure you get it right. This introduction needs to be short, punchy and to the point. Get someone who is close to you to assist you with this. If need be, get another person who is able to write well, to edit this for you. Keep this in the 3rd person, (ie – he, she, John, etc, not I or me or my etc). This paragraph is about 100 words so use this to judge the length. | Black Lady - CV Photo  Recent graduate with a BCom – Accounting (Rhodes University). |
| **Contact Details:** | | |
| **Tel :** | | (###) ### ##### (work)  (###) ### #### (home) (###) ### #### (cell) |
| **Personal Details:** | | |
| **ID Number:** | ############# | |
| **Date of Birth:** | Day Month Year | |
| **Marital Status:** |  | |
| **Dependants:** |  | |
| **Languages:** | Xhosa, English, Afrikaans | |
| **Drivers License:** | Yes – (Code EB – Clean) | |
| **Own Transport:** | Yes | |

|  |
| --- |
| Goals and Aspirations: |
| Ideally seeking an entry level, permanent position with a company that will allow me to develop and further my career within their organization. I am negotiable on salary and will be willing to travel for the right opportunity. |

|  |  |
| --- | --- |
| Academic Information: | |
| Tertiaryto | Bachelor Or Commerce (BCom)  * Subjects: |
| Secondaryto | * Subjects: |

|  |  |
| --- | --- |
| Acquired Skills: | |
| Leadership: | * President of the Student Representative Council – Rhodes University – 2003 * Head Prefect – ABC Secondary School – 1999   *These roles taught me how to motivate and manage a team, liaise with those in authority and be responsible for the team’s performance.* |
| Communication: | * Assistant Editor of the School Yearbook - 1998   *This role taught me to communicate with contributors to the publication, negotiate with sponsors and work to strict deadlines.* |
| Etc: (add more skills) | * What else have you learnt so far in your life that could be of benefit in a working environment? Add them here as skills. You should have at least 4 or 5.   *Right click on the very left of the page inline with this and select “Insert Rows” to add more columns. Remember to take time to get the formatting right. It says a lot about how you are as a person.* |

|  |  |
| --- | --- |
| Work History: | |
| 1997 - 1998 | **Company** – Location – Job Title |
| Dec 1998 | **Hyperama** - Boksberg – On Floor Sales Assistant (Holiday work) |
| Dec 1999 | **SPCA** – Randberg – Volunteer Animal Rescue. |

|  |  |
| --- | --- |
| References: | |
| Academic | **Professor Joseph Soap:** Economics Lecturer – Rhodes UniversityTel: 042 – 555 5555 or 083 555 5555 |
| Work Related | **Ms Samantha Ling:** Sales Manager – Hyperama – BoksbergTel: 042 – 555 5555 or 083 555 5555 |