

Photograph must be a professional photograph head & shoulder shot. Background cannot be white and DO NOT wear red!!!



## CONTACT

- Cell phone number
- E-mail address
- DO NOT list your address or your ID anywhere on your CV/Resumé! This is a security risk!
- List your Social Media profiles... ( They are going to look anyway!)

## AFFILIATIONS

EXAMPLE: HPCSA 4444333221

If you have a Diploma or a higher qualification you must be registered at a South African Regulating body for the industry that you work in... This is law! You should be affiliated with a Governing body and have a registration number with them... this is what you mention here... Where are you registered and what is your registraton number? Medical personnel are normally registered at the Health Professions Counsel of South Africa (HPCSA) Nurses are normally registered at the Nurses Counsel of South Africa (NCSA) If you are unsure where you should be registered, you can Google “South African Regulating Boday for..... (industry)”

## STRENGTHS

[www.high5test.com](http://www.high5test.com)

List your strengths here... if you do not know what they are, kindly do the FREE online test!

# TEMPLATE!

NAME SURNAME

TITLE

## EXECUTIVE SUMMARY

Age, years experience, skills, computer programs, availability, area (All of the above must be written in paragraph format!)

## QUALIFICATIONS

TERTIARY QUALIFICATION YEAR OF COMPLETION  
INSTITUTION WHERE QUALIFICATION WAS OBTAINED

All the qualifications you list must be listed underneath each other with the “highest” qualification at the top... working your way down from there. Please note that any computer courses DO NOT qualify as a qualification but rather a skill!

## WORK EXPERIENCE

Company Name	Title in company	Time affiliated to company
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Only list the last relevant 10 years... List from most recent going back! If you have more than 10 years to list, just put a small footnote saying: “More extensive Work Experience available upon request!” Do NOT list all your responsibilities/what you have done in that company under the company name... This should be listed at the top under your skills!

## REFERENCES

Name Surname	Phone: 123-456-7890	Email : hello@reallygreatsite.com
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You must list at least 3 references! Kindly note that due to the POPIA Act of 2013 you are under no circumstances allowed to list anyone’s private information without their consent! Please ensure that you have obtained their consent and that you have proof of that consent.

### Side Notes:

- We never use the color red when it comes to recruitment!
  - You can find several FREE templates on [www.canva.com](http://www.canva.com)
  - On Canva search “Resumé” to find a FREE template
  - Please ensure that the template you pick is indeed FREE
  - Do not pay anyone to do your CV/Resumé for you! **You can do it!**
  - If you are unsure on what to do/say on your CV/Resumé, use Chat GPT
  - If you are looking for a job you are welcome to attend one of the ministries:**
- Mondays Doxa Deo Raslouw from 9:00-11:00  
Tuesdays Doxa Deo Faerie Glen from 9:00-11:00  
Thursdays Doxa Deo Xanadu from 9:00-11:00  
I would be more than happy to assist you further **FREE** of charge here!  
(Please bring pen and paper with you!)
- Please note that I can only help if you have at least a South African Senior Certificate! (Grade 12)