

WRITING A CURRICULUM VITAE

What is a CV

Your Curriculum Vitae is a personal record of who you are and what you have achieved up to this point in your life. It provides the employer with a summary of your past experiences and training. The document tends to be organised chronologically and should make it easy to get an overview of an individual's education and work-related experience.

What should a CV look like?

A CV starts off with your name, address and contact details. It may then give some personal details, including your date of birth, ID number and citizenship (but this is not compulsory). It should include your latest education history and any experience that you may have (see examples below). A CV is usually accompanied by a cover letter when applying for a job.

How long should it be?

Any CV that you submit to a company for employment should not be longer than two pages. This is because an employer gets numerous applications for each job. Only give the most important information that is relevant to the job you are applying for.

Tailor your CV

A CV should emphasize those of your abilities and achievements that are directly relevant to the job or position you are applying for. Read the advertisement and job specification to make sure that you understand exactly what the employer is looking for. Show how you meet the criteria using the cover letter and the CV as a reference. You can upgrade your CV as you get new qualifications, skills and experience.

Emphasise your skills

As a young person you may lack work experience and therefore it is important to highlight skills that you have acquired by emphasising what you can do for the employer. List short courses that you have done or experience that you have had outside of formal school hours. List any special skills, for example, language, computer, leadership skills, organisational skills, etc.

CV tips:

- use a good quality A4 paper
- make sure your CV is clean
- make sure the CV does not have dog-eared pages (corners of the pages are not bent)
- check your spelling and grammar
- make sure that it is neat
- leave plenty of white space
- have your CV typed out

TAKE NOTE!

1. Create a CV that is clear, concise and easy to read. Take out all unnecessary detail that might bore or irritate your interviewer.
2. Make sure your CV has no spelling, punctuation or grammatical errors: get someone to review it for you if you are not sure.
3. Use the covering letter as a marketing tool by referring to your strengths, highlighted in your CV.
4. Update your CV regularly as you progress and get experience over time.
5. Use techniques to make your CV stand out from those submitted by others.
6. Know your CV well, if questioned about the details in contains.



CV Template - with all fields listed

CURRICULUM VITAE OF _____

PERSONAL HISTORY

Surname: _____
Name: _____
Age: _____
Gender: _____
Date of birth: _____
Place of birth: _____
Citizenship: _____
Marital status: _____ *Not compulsory*
No. of dependants: _____ *Not compulsory*
Physical address: _____
Postal address: _____
E-mail address: _____
Contact telephone (1): _____ *NB! Make sure you can be contacted!*
Contact telephone (2): _____
Driver's licence: Code _____
Health: _____ *Not compulsory*

EDUCATIONAL HISTORY

Last school attended: _____
Level completed: _____
Date on leaving school: _____

	School Subjects	Grade	%
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Tertiary Study:

Tertiary institution: _____
Degree / diploma / certificate: _____
Period of study: _____
Major subjects: 1. _____
2. _____
3. _____

Seminars & Short Courses:

1. _____
2. _____
3. _____

LANGUAGE SKILLS (*Hint: List the languages you can speak/read/write*).

Language: _____

Yes No

Speak: _____

Read: _____

Write: _____

COMPUTER SKILLS (*Hint: list all your computer skills, for example; Word Processing, Word for Windows; Financial Packages, MS Word / MS Excel, MS Power Point, C++ programming, etc.*).

1. _____
2. _____

EMPLOYMENT HISTORY (*Hint: list all the jobs that you have done, beginning with the most recent and ending with your first job*).

Current Employment

Organisation: _____

Position held: _____

Job Description: _____

Reason why you intend leaving: _____

SOCIAL ACTIVITIES (*Hint: list all the extra-mural activities that you have participated in, for example; played for the first team at school, volunteered for hospice, charity work, etc.*).

Sport: _____

Interests & hobbies: _____

Societies: _____

Professional associations: _____

Noteworthy achievements: _____

References: *NB! Notify your references before listing them.*

1. _____
2. _____
3. _____

Sample CV - Grade 9

CURRICULUM VITAE – “YOUR NAME”

Address
Postal Address
Post code
Telephone number(s)
E-mail

*Give your **full** name. Make sure you can be reached at the address, telephone number and e-mail address that you list. You may include some personal information, such as date of birth and marital status, but this is not compulsory.*

PERSONAL HISTORY

Date of birth
Place of birth
ID
Citizenship
Gender
Health

EDUCATION HISTORY

Palmstone Ridge High School
Grade 9
Subjects:

Put in your subjects + latest marks in here!

Afrikaans	50%
English	55%
Life Orientation	85%
etc.	60%

WORK RELATED SKILLS & EXPERIENCE

Language skills

Afrikaans: Speak, Read and Write
English: Speak, Read and Write

Computer skills

MS Word – typing speed 20 words per minute
Internet & email literate

First Aid

I completed the St. Johns 'We Can Help' first aid training programme on basic first aid, which means that I can assist in times of emergency at home and school.

List short courses that you have done or experience that you have had outside of formal school hours. List any special skills for example, language, computer, leadership skills, organisational skills, etc.

ACHIEVEMENTS

Choir: I took part in the South African National Eisteddfod 2009. This provides a platform where the best young performers in music, dance and drama can compete and showcase their talents. Our school won a best provincial choir award.

Participate in clubs, societies, youth groups, sports activities and school events.

INTERESTS & HOBBIES

I have a great interest in caring for and teaching young children in my community. I am involved with my church in the Ikani project which provides extra lessons to children on Saturdays. I also enjoy cooking and baking with my mother at home. I enjoy reading novels especially detective novels. I also watch TV. Jamie Oliver is my favorite programme and I have all his cooking books.

REFERENCES

Mrs. Morobe - Choir teacher - Contact (021) 444 3322.
Sue Partridge – School Principal – Contact (021) 332 3444

One reference could be your Head Teacher, Principal or a senior member of staff. It is vital that you obtain their permission before you include their details on your CV.

Believe in Yourself...



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where to study

how to get finance

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Work Classifieds

609 ENGINEERS & TRADES	611 FREIGHT / TRANSPORT	613 GENERAL	614 HAIRDRESSING / BEAUTY / HOTEL & CATERING
<p>AUSTRALIA ENGINEERS Leading international Engineering Consulting firm requires Structural Design Engineers, Mechanical Drafters with iron ore experience Sal neg. email:trackwise@global.com</p>	<p>DRIVER REQUIRED Code 10 Driver - Rietfontein Pretoria</p> <p>CODE 10 DRIVER Pretoria-based <i>packaging company is looking for</i> 3 code 10 experienced drivers with valid PDP to start as soon as possible. The applicants must be able to drive to any destination around Pretoria, Brits, Rustenburg, Krugersdorp, Johannesburg and others, but will never be required to sleep outside Pretoria. Applicants will be getting overtime pay. Must have 2 - 3 solid references. Applicants must have South African ID Book and be bilingual. Apply on-line Email to jose@cropers.co.za</p>	<p>All ages wanted for TV and Adverts and local dramas. Free screen test. TV Extras (011) 8807688</p> <p>CALL CENTRE AGENTS - SANDTON Career Opportunity for call centre agents to be trained as financial advisors. 20 available positions, excellent remuneration, corporate benefits, no travelling. WE PROVIDE: Clients, Office equipment, training & admin support. REQUIREMENTS: Matric, Minimum 1 year sales experience. Excellent telephonic skills, well-spoken English a necessity, computer literate. Send 3pg CV to d.jobert@crazycar.co.za or fax to email: 086 604 6775</p>	<p>Roseflower Retreat ★★★★★</p> <p>For an exclusive 5 –star retreat Beauty Therapists wanted: Requirements:</p> <ul style="list-style-type: none"> • Matric • Beauty and Skincare diploma or certificate • Accreditation with the SAAHSP • English language skills <p>We also need:</p> <ul style="list-style-type: none"> • Waiters • Butlers • Room Hosts <p>We offer</p>
<p>AVAILABLE OPPORTUNITIES Are you a qualified engineer? Then visit our website for a selection of positions with top professional companies.</p>	<p>DRIVER REQUIRED We are looking for Code 14 drivers for permanent employment. Are you between the ages of 25 and 45 and do you have: - 3-5 years code 14 driving experience - a valid PRDP - contactable references - sober habits. If you meet the above requirements, email your cv through to me or contact Emmah on (031) 342-7999 or fax cv through to (012) 365-7973</p>	<p>TRAINEE MANAGER - PRETORIA AREA</p> <p>Trainee Manager for leading retail company, R10000-R18000, Training programme for ±1 year to become a Manager/Area Manager for a well-established company *Contact Landie at 0125461824 or email your CV to lbill@orientapersonnel.co.za Contact Number: 022 5453824 Salary Info: R10000.00 - R18000.00</p>	<p>Accommodation and Meals. Send your CV to alide@rosefields.co.za Or fax; 086 098 7788 www.rosefieldsday.co.za</p> <p>Above average salary and incentives Unique work environment</p>
<p>Electrical / Mechanical Engineer Contract position email:trackwise@global.com</p>	<p>DRIVER REQUIRED We are looking for Code 14 drivers for permanent employment. Are you between the ages of 25 and 45 and do you have: - 3-5 years code 14 driving experience - a valid PRDP - contactable references - sober habits. If you meet the above requirements, email your cv through to me or contact Emmah on (031) 342-7999 or fax cv through to (012) 365-7973</p>	<p>TRAINEE MANAGER - PRETORIA AREA</p> <p>Trainee Manager for leading retail company, R10000-R18000, Training programme for ±1 year to become a Manager/Area Manager for a well-established company *Contact Landie at 0125461824 or email your CV to lbill@orientapersonnel.co.za Contact Number: 022 5453824 Salary Info: R10000.00 - R18000.00</p>	<p>Accommodation and Meals. Send your CV to alide@rosefields.co.za Or fax; 086 098 7788 www.rosefieldsday.co.za</p> <p>Above average salary and incentives Unique work environment</p>
<p>Project manager Gauteng; 400K + benefits, call Melanie; Mechanical Eng degree, 5 yrs + exp in full cycle project management. rene@resources.com</p>	<p>DRIVER REQUIRED We are looking for Code 14 drivers for permanent employment. Are you between the ages of 25 and 45 and do you have: - 3-5 years code 14 driving experience - a valid PRDP - contactable references - sober habits. If you meet the above requirements, email your cv through to me or contact Emmah on (031) 342-7999 or fax cv through to (012) 365-7973</p>	<p>TRAINEE MANAGER - PRETORIA AREA</p> <p>Trainee Manager for leading retail company, R10000-R18000, Training programme for ±1 year to become a Manager/Area Manager for a well-established company *Contact Landie at 0125461824 or email your CV to lbill@orientapersonnel.co.za Contact Number: 022 5453824 Salary Info: R10000.00 - R18000.00</p>	<p>Accommodation and Meals. Send your CV to alide@rosefields.co.za Or fax; 086 098 7788 www.rosefieldsday.co.za</p> <p>Above average salary and incentives Unique work environment</p>
<p>BOILERMAKER ASSIST. PRETORIA Opportunity for young boilermaker with min. 2 yrs experience R Neg. 5 yrs experience required for the mining industry. Must have completed an apprenticeship or NCV programme in engineering. Email Melanie@global.com</p>	<p>DRIVER REQUIRED We are looking for Code 14 drivers for permanent employment. Are you between the ages of 25 and 45 and do you have: - 3-5 years code 14 driving experience - a valid PRDP - contactable references - sober habits. If you meet the above requirements, email your cv through to me or contact Emmah on (031) 342-7999 or fax cv through to (012) 365-7973</p>	<p>TRAINEE MANAGER - PRETORIA AREA</p> <p>Trainee Manager for leading retail company, R10000-R18000, Training programme for ±1 year to become a Manager/Area Manager for a well-established company *Contact Landie at 0125461824 or email your CV to lbill@orientapersonnel.co.za Contact Number: 022 5453824 Salary Info: R10000.00 - R18000.00</p>	<p>Accommodation and Meals. Send your CV to alide@rosefields.co.za Or fax; 086 098 7788 www.rosefieldsday.co.za</p> <p>Above average salary and incentives Unique work environment</p>
<p>ELECTRICAL ENG TECH. JNR - KZN Excellent opportunity for young artisan who has some experience. S/Gear Projects experience an advantage. If you are willing to learn we will train you in highly competitive skills. +200K Sal Neg. Email: mark@global.com</p>	<p>DESPATCH ADMINISTRATOR - PRETORIA EAST Matric with valid drivers license and own vehicle One year relevant experience in similar environment Experience in the administration of despatch. Email to jose@cropers.co.za</p>	<p>CRUISE SHIP VACANCY</p> <p>A job working on a cruise ship has a lot to offer. If you see yourself as the adventurous type, a person who wants to get out, see the world, meet new people and experience new sights, then a cruise ship job is for you. Search Loggestaff.com for cruise ship jobs, both on the African Coastline and overseas. Call Sena: 083 445 6787</p>	<p>ASSISTANT PASTRY CHEF - Franschoek Experience in a pastry kitchen Passionate about pastries and desserts Can maintain quality & consistency International experience desirable Formal qualification Required for 5 * Franschoek Restaurant Mail your CV to info@peinternational.net Or apply on our website www.pastryinternational.net</p>
<p>ELECTROPLATER: GERMISTON No qualification required. 5 Yrs Exp. On strip, busbar plating process, mixing of chemicals and calculations on density of Copper, Nickel, Tin and Silver,. Mechanical an advantage. R80 per hour. Call Mandla 044 766 5567.</p>	<p>IMPORT/EXPORT FULL-TIME POSITION Sourcing of products Placing of orders Execution of orders Preparation of documentation Liaise with customers Able to use excel, word, email Monthly salary + year end bonus dependent on performance; Sourcing R9000 / month. Email your CV to Email: ara@xtrplace.co.za</p>	<p>PLUMB 'N BUILD SALES POSITION</p> <p>Plumb 'n Build is a National Building Supplies chain operating in 26 branches in all 9 provinces. We are looking for dynamic sales individuals to act as reps or to serve in one of our brand new branches opening in Cape Town, Port Elizabeth, Durban and Nelspruit. Email your CV to, Mr. Mhlahlo: e.mhlalo@plumbnbuild.co.za Tel: (011) 345 8688</p>	<p>LARGE RESTAURANT CHAIN</p> <p>Looking for high quality franchisees to set up local and international businesses. This chain has an exceptional reputation and will be highly selective of its franchisees. Call James: 021 445 8877 Email: james@darkhorse.co.za www.darkhorse.au</p>

RESPONDING TO JOB ADVERTISEMENTS

Once you have decided on a job advert that you would like to apply for, the next step is to write a covering letter, to be sent with your CV. See below for guidance on this task.

As an exercise to demonstrate how to respond to a job advertisement, we have provided sample responses for three of the adverts (circled in red on the previous two pages). These samples cover 3 stages of job/career development:

1. Application from a Grade 12 learner
2. Application from a TVET College student
3. Application from a University graduate

Each one of these responses will include a cover letter and CV to better enable you to apply the theory to your specific requirements.

WRITING A COVERING LETTER

A covering letter of this type is one used for seeking employment. It introduces the job applicant to the employer or interviewer and usually accompanies a curriculum vitae or a resumé.



You should:

- learn how to write a formal letter of application
- use techniques to make your application stand out from the rest
- write a single page letter of application that is short, clear and concise.

You will need a covering letter whenever you send a CV or completed application form to a potential employer. The covering letter tells the employer which particular job you are applying for. It provides the employer with a first impression of you in writing, and as such, only the most important information should be included

Covering Letter Structure:

Contact person

The covering letter should, ideally, be addressed to the person who is going to hire you, if your job application is successful.

Opening

Your covering letter should begin by mentioning how you came to hear of the position, and stating exactly which job you are applying for (see example of a letter on the next page). If possible, the opening statement should capture the attention of the reader.

Body

The body of the letter should tell the reader about your unique qualifications or skills that are applicable to the position concerned. You should structure the letter around the reasons that make you suitable for the job. State why you are applying for the job. Give a short description of your experience and knowledge and why they are suitable for the position for which you are applying. Additional information that may be relevant to the job.

Closing

At the end of the letter, request an interview and give dates and times when you would be available. Use a fairly formal closing, such as "Yours sincerely".

Cover Letter Sample - Written By A Grade 12 Learner

[YOUR ADDRESS]
Zone 7, 85553
Zwide, 1766

27 November 2019

[COMPANY ADDRESS]
Mr. Mhlahlo
Plumb 'n Build

Dear Mr. Mhlahlo

[REFER TO JOB TITLE & DATE OF ADVERT]

RE: SALES POSITION AT PLUMB 'N BUILD - WORK CLASSIFIEDS - 20/11/2016

With reference to your advert above, I would like to apply for the sales position advertised. As a first step in the application process, I have enclosed my CV for your review.

I am a dynamic young person, who, despite my age, has gained experience working in my uncle's building supplies store in the township where I live. Over the years, I have learned about stock control, customer service and financial management. I was the top performer in Business Studies for my grade, 3 years running. Last year I applied the knowledge I gained in school by helping a local builder to develop a business plan. As a result he secured a building contract from the local municipality.

Thank you in advance for your consideration and I look forward to hearing from you soon.

Yours sincerely,

Lawrence Sithagu



CV - Grade 12 Learner

CURRICULUM VITAE - LAWRENCE SITHAGU

Address
Postal Address
Post code
Telephone number(s)
E-mail

Give your **full** name. Make sure you can be reached at the address, telephone number and e-mail address that you list. You may include some personal information, such as date of birth and marital status, but this is not compulsory.

PERSONAL HISTORY

Date of birth
Place of birth
ID
Citizenship
Gender
Health

Put in your subjects + latest marks in here!

EDUCATION HISTORY

Current School: Zwide Secondary, Grade 12
Subjects:
English 65%
isiXhosa 45%
Mathematical Literacy 45%
Life Orientation 46%,
Business Studies, 75%
Biology 35%, Art 75%

WORK RELATED SKILLS & EXPERIENCE

Language skills

I speak five languages, including isiXhosa, isiZulu, English, Afrikaans and Setswana.

Computer skills

MS Word, Internet & email literate.

Special skills - Building retail

I have worked with my father from a young age in his small business selling cement and building supplies to people in our township. I have experience in ordering, storage and cash sales of various products, including bricks, cement, metal sheeting, paint, tools, etc. I use stock control methods such as LIFO, "last in first out" and I have been entrusted with managing and banking money for the business.

List short courses that you have done or experience that you have had outside of formal school hours. List any special skills for example, language, computer, leadership skills, organisational skills, etc.

ACHIEVEMENTS

I have consistently performed top of my grade for business studies over the last 3 years.

INTERESTS

I have a great interest in computers especially in using programmes such as word and excel. I have learned how to create budgets and write business plans for Business Studies assignments at school. I hope to combine my interest in art with my career one day.

REFERENCES

Mr. P. Mbuyambo – Head Business Studies
Contact: (021) 444 3322.

One reference could be your teacher, principal or a senior member of staff. Get their permission before you include their details on your CV.

Sample : Cover Letter - TVET College Student

[YOUR ADDRESS]
7 Roselyne
Zone 7, 85553
Kwamakgaki, 1766

28 September 2019

[COMPANY ADDRESS]
Mr. Charles Nkosi
Human Resource Manager
Metalelectro South Africa
329 Main Road
North End, 6001

Dear Mr. Nkosi

Re: Learnership Electronic Technician (Ref No. 178)

With reference to your advert on Wednesday 22 September, 2016 in the Work Classifieds for a Learnership as an Electronic Technician: [REFER TO JOB TITLE, DATE OF ADVERT]

I am currently in my final year, Level 4: Electrical Infrastructure Construction at Umfolozi TVET College in Richards Bay. I will be graduating at the end of the year with the National Certificate Vocational (NCV) in Electronic Engineering.

This learnership would be a dream opportunity to get hands-on practical experience directly in line with my theoretical training at College. Electronics is my passion. As indicated in my CV I have already applied my theoretical knowledge of electronic circuits at College and turned this into a business which has helped me to pay for part of my studies.

Thank you for your consideration of my application and I look forward to hearing from you soon.

Yours sincerely,

Jacky Mbalula



Sample : CV - TVET College Graduate

CURRICULUM VITAE – JACKY MBALULA

Address
Postal Address
Post code
Telephone number(s)
email

PERSONAL HISTORY

Date of birth
Place of birth
ID
Citizenship
Gender
Health

*Give your **full** name. Make sure you can be reached at the address, telephone number and e-mail address that you list. You may include some personal information, such as date of birth and marital status, but this is not compulsory*

EDUCATION HISTORY

Current: Umfolozi TVET College, Final Year, Level 4: Electrical Infrastructure Construction

Level 4 Results 2016

English 55%
Math Literacy 45%
Life Orientation 40%
Electrical principles and practice 50%
Electronic controls and digital electronics 50%
Electrical workmanship 55%

Level 3 Results 2015

English 45%
Math Literacy 54%
Life Orientation 60%
Electrical principles and practice 56%
Electronic controls and digital electronics 50%
Electrical workmanship 45%

Repair and maintenance of electronic circuits

During my course I was given opportunities to apply my knowledge practically, working with elementary electrical components and integrated circuits, and maintaining, repairing and constructing basic electronic systems. I built my own circuits and tested these under the supervision of my instructor.

Entrepreneurship (Computer repairs)

Over the last two years I have set up and run a small home computer repair company. I build computers for clients and customise options for them depending on their needs. I also repair computers for clients and have built up a reputation for my knowledge and skills amongst students and people in the community in which I stay.

INTERESTS ...

You may not have a lot of work experience but you can demonstrate how you have applied your skills in real life.

ACHIEVEMENTS...

REFERENCES

Mr. Johannes, College Principal, Tel: (044) 674 8383
Mrs. Strauss, Lecturer in Electronic Principles and Practice.
Tel: 044 3448883.

One reference should be your teacher, principal or a senior member of staff. Get their permission before you include their details on your CV.

Sample : Cover Letter - University Graduate

233 Marks Crescent
Vereeniging
0232

25 November 2020

Marianne Beukes
Celsmart Media

Dear Ms. Beukes,

With reference to your advert in the Work Classifieds (online), 20/11/2016, *Motivated Graduate*:

I am a well rounded, highly motivated individual, with an enthusiasm for using technology, including cell phones, as a means of marketing to young people. I demonstrated this in my RAG media portfolio position where I was given the Dean's Award 2015 for my use of innovative methods of marketing to students.

I have strong organisational and leadership abilities and have demonstrated my ability to get the job done by involving and motivating the people I work with. Although I majored in marketing, which is my passion, I also took accounting up to third year as a means of strengthening my financial skills. I have good experience in using relational marketing database software from my current internet research position (please see my CV attached). Through this position I have come to understand the benefits of sustaining relationships through a continuous quality improvement approach.

Celsmart has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your organisation.

Thank you for your time and consideration.

Sincerely,

Jessica Myers

fax resume:

**MOTIVATED GRADUATE - BCOM
CELSMART MEDIA**

Are you smart, looking for intellectually challenging work and ready to participate in a rapidly growing company with Global Vision? Take this opportunity to join a smart, highly motivated team delivering exciting applications in the world mobile community.

The company provides products and services to leading Cell phone Networks and Banks. Customers are situated all over the world including: South Africa, Canada, Australia and the United Kingdom. Their products include: Artificial Intelligence, Mobile Synchronization and Banking products. You would be required to place advertisements, do budget preparation, reconciliations, sales and customer support.

Work Environment: The Company has a fun, young and "vibey" culture. We are all highly motivated and work really hard but have lots of fun and rewards in doing so.

SKILLS REQUIRED:
BCom degree from a recognised university

LOCATION: Midrand

EDUCATION: BCom Marketing / BCom Accounts / Business Administration Degree (with at least Accounts I)

Email: Marianne Beukes
CELSMART Media and HR
Marianne@celsmart.co.za
Web Advert: www.celsmart.co.za

AGENCE
a be-
Good
benefits,
inities.
en. Call
1-1314
Childer@
il
ie

Apply at
Ave.
S.F.

B

P
Be
As

C ASSOCIATE

Sample : CV - University Graduate

Curriculum Vitae - Jessica Myers

Address

3800 Hill Street
Johannesburg, 1915, Gauteng
(011) 667-1235 (home, after 6 p.m.)
(072 223 1421 (cell)
jpmeyers1@yahoo.com

Give your **full** name. Make sure you can be reached at the address, telephone number and e-mail address that you list. You may include some personal information, such as date of birth and marital status, but this is not compulsory

Education

University of Pretoria,
BCom. Hons.
Completing this year

University of Pretoria, BCom. Marketing, 2016.
Majored in Economics and Accounts

List major achievements + societies and memberships & any leadership positions.

Title of Honours Thesis: "Youth Culture and Cell Phone Marketing"

Honors and Awards

University Leadership Award, 2017
Rag Committee Outstanding Contribution Award, 2016
Dean's Award, "for innovative marketing of RAG", 2015.

List employment in reverse chronological order, starting with your current job - Include the name of the organisation and the date of completion or date of expected completion.

Professional Society Memberships

South African Gaming Association 2014 to the present.

Employment Experience (Part-time only)

Radio Waterkloof – Holidays advertising sales, 2014 - 2014
Baron and Pitcher Pub – Bartender 20014 - present
The Internet Portal – Research trends 2013 to the present (evenings only)

Extracurricular Activities

Rag Committee – Media Portfolio
Outside Interests, Computer gaming, Piano, Latest technology magazines.
Special Qualifications: Private pilots license, 2014. Not yet complete.

References

Prof. Miles Cowan, Economics Lecturer, Tel: (011) 342 6629
Roco Chetty, SA Gaming Association, Tel: (012) 776 6667

Note: If necessary you can add a list of references for societies or publications or more specific information as an attachment. You may give both personal and professional references.

Activity 1 : Write a Covering Letter

Write a Cover Letter and submit this together with your CV

You will need a covering letter whenever you send a CV or completed application form to a potential employer. The cover letter tells the employer which particular job you are applying for. It provides the employer with a first impression of you in writing, and as such, only the most important information should be included

Based on the job advertisement that you have identified:

- Review the cover letters samples provided.
- Write the cover letter

Activity 4: Complete a CV

Write up your CV

You will need a CV when completing an application for a job to a potential employer. The CV cover letter tells the employer which particular job you are applying for. The CV should be customised based on the skills and training you have related to the job you are applying for.

Based on the job advertisement that you have identified:

- Choose a CV from the examples in this document
- Ensure all your personal and contact details are correct.
- Keep you CV concise and make sure it includes information that will qualify you for the job
- Make sure your CV is not more than 2 pages.

Evaluation - Conduct a CV and Cover Letter

Instructions: Read the job description and prepare yourself to be interviewed by your partner. After being interviewed, change roles and interview your partner. Then evaluate your partner in terms of the following criteria (mark X on a scale of 1 to 5 for each criterion). Peer evaluation (to be completed by the learner's partner)

Criteria	1	2	3	4	5
Completeness	CV and cover letter were not fully complete.	CV and cover letter complete but with minimum information. Critical information has been left out.	Complete with all critical information on education, work-related experience, skills and references.	Completed with all sections in detail including detailed information of skills and work-related experience.	Completed with all sections in detail including detailed information of skills and work-related experience.
Neatness	CV and cover letter not neatly presented, eg. smudges, not clean, had dog ears on the corners of the pages, etc.	Lots of white spaces, spelling errors, fonts not bolded which should be bolded, etc.	Clean new paper used with no dog-ears or smudge marks.	Clean new paper used. Very neatly presented.	Clean new paper used. Very neatly presented.
Correctness	Lots of spelling and grammatical errors. Tardy!	Some spelling and grammatical errors. Poor choice of words and language.	Few spelling and grammatical errors. spelling errors. Language edited and correct. In chronological order.	No errors. Used appropriate language to describe themselves. Education in the correct chronological order.	No errors. Good descriptive words to appropriately highlight the individual's personal and other qualities.
Readable; Stands out; Chronological order is correct	There is little of no logic to the order. in which the information is presented. eg. Difficult to read.	The CV is difficult to understand, eg. has little of no logic to the order, difficult to read, etc. Not in chronological order from latest date first.	The CV is in the right order and is logically presented and readable.	The CV reads well and the headings and text are clear and bolded where required.	The CV reads well and the headings and text are clear and bolded where required. Stands out from the other CV's in a way that is tasteful.
Alignment to the position being applied for	There is no evidence to suggest that the CV and cover letter are aligned to the job being applied for.	Little evidence that the CV and cover letter are aligned to the job being applied for.	The CV and cover letter are aligned to the job being applied for.	The candidate has had researched the company this is clearly evidenced in the CV and cover letter.	The candidates knowledge has had researched the company this is clearly evidenced in the CV and cover letter.
Work-related experience and skills (different from work-experience)	No work or work-related experience provided.	Some work-related experience and skills evident but presented as one word not descriptive or not related to the candidate.	Some work-related experience and skills presented which relate to the candidates achievements.	Good examples of work-related experience and skills provide a good impression of the candidate ito their achievements.	Good examples of work-related experience including volunteer and extra-murals which transfer to a good impression of the candidate ito their suitability for the position.
References	No references provided.	References provided with missing contact details.	At least two references with contact details are available.	Two or more references with full title and contact details. Good choice of references evident.	Two or more references with full contact details. Excellent choice of references creating a good impression of the candidate.