

## Optional Information

List your experience in the order you did the jobs. Put your most recent position first!

### Always Include:

- Your role/job description
- Where you worked
- How long you worked in that job
- Your roles, responsibilities and activity

## References

People that your potential employer could speak with to make sure you are a good person for the job.

- Is your reference someone you have been in contact with, in the last 3 years?
- Is your reference trustworthy?
- Have you told this person that you have put their name down as a reference?
- Is your reference a past employer or manager, a school teacher or principal, a figure of authority?

## Sibongile Mpete

Ext 15 Dobsonville, Soweto, Gauteng  
H: (011) 123 0101 | M: (083) 123 9876 | E: SMpete@example.com  
Nationality: South African | Race: Black (AA/EE) | DOB: 11/12/2000 | Gender Female

Hello! I'm Sibongile. I am driven, ambitious, always up for a challenge and am looking for my next opportunity. Up until now I've been working in the service industry and am hoping to gain more experience that will help me reach my goal of opening my own restaurant. I am a positive person, hard worker and determined succeed. Please get in touch if you are looking for someone who takes initiative, is self motivated and who dreams big.

### Skills and Personal Qualities

- Friendly and Outgoing
- Customer Service
- Team Player
- Happy to work long hours
- Good at taking instructions
- Independent worker
- Loyal
- Good leader

### Work Experience

Waiter | Chisa Nyama | Johannesburg  
• Took orders at the service counter  
• Assisted with cleaning of the restaurant  
• Responsible for daily / weekly stock-take

6/1/2016 - 5/1/2017

Shelf Packer | Checkers | Johannesburg  
• Employee of the Month, October 2015  
• Responsible for shelf displays, packing and assisting customers  
• Worked with a team to off load delivery trucks and pack warehouse

8/1/2015 - 5/1/2016

Volunteer | Jabulani Primary School | Johannesburg  
• Managed the pops and backstage team at the school play  
• Coached netball and soccer

8/1/2014 - 5/1/2015

### Education

High School Diploma  
Noordgesig High School, Johannesburg

2014

### References

Miriam Ndlovu  
Manager, Checkers Emmarentia  
011 646 7865  
ndlovumiriam@checkersgroup.co.za

John Martin  
Owner, Chisa Nyama  
011 787 7378  
john.martin@chisanayama.co.za

## Get Their Attention

Your introduction should be short, to the point, and get the recruiter interested in reading more about you. Sell yourself as an excellent candidate for the job. Who you are and what makes you unique? Show your ability to complete certain tasks; show employers that you can take initiative and that you can be self-reliant. Give evidence of your skills, work ethic and willingness to learn.

Make sure your skills are relevant

## Tips and Tricks

- Use bullet points
- Always do a spell check!
- Use fonts that are easy to read
- Use font size 12
- Get someone to proof read your CV