

# YOUR FULL NAME

Junior [Job Title] | Entry-Level Professional

Johannesburg, South Africa • +27 81 000 0000 • youremail@example.com • linkedin.com/in/yourname

## PROFESSIONAL SUMMARY

A motivated and results-driven [Qualification] graduate from [University/College], seeking an entry-level position in [Industry]. Passionate about [relevant area], with strong communication skills, a willingness to learn, and a proven ability to work effectively in team environments. Committed to adding value and growing within a dynamic organisation.

## EDUCATION

### QUALIFICATION NAME — NQF Level [X]

*Institution Name, City | Year – Year*

- Relevant modules: [Module 1], [Module 2], [Module 3]
- Achievements: [e.g. Academic Excellence Award, Student of the Year]

### MATRIC CERTIFICATE (National Senior Certificate)

*School Name, City | Year*

## WORK EXPERIENCE / INTERNSHIP

### [Job Title / Intern]

*Company Name, City | Month Year – Month Year*

- Describe a responsibility or task you performed in this role
- Highlight any quantifiable achievement (e.g. 'Assisted in processing 50+ customer queries daily')
- Focus on skills developed: communication, problem-solving, teamwork, etc.

## SKILLS

Technical Skills	Soft Skills
Microsoft Office (Word, Excel, PowerPoint) Google Workspace [Industry Software, e.g. Pastel, SAP Basic] Basic Data Entry & Reporting	Communication (Written & Verbal) Team Collaboration Time Management Problem Solving Attention to Detail

## LANGUAGES

- English — Fluent (Written & Spoken)
- [Additional Language, e.g. Zulu, Setswana] — Home Language

## REFERENCES

Available upon request.