

## YOUR NAME

### Job Title / Designation

Phone | Email | Location (City, Province, Area Code)

Online Portfolio / Professional Website (Optional)

### PROFESSIONAL SUMMARY

2-3 sentences or bullet points that include number of years of work experience, accomplishments, top skills, and strengths that are relevant to the position you are applying for.

### EDUCATION

*Degree Type, Major (if applicable)*

*Start - Completed*

Institution Name

### EXPERIENCE

*Title, Company Name*

*Start Date - End Date*

- (Action verb) + what you did (more detail) + reason, outcome or results

### SKILLS AND ATTRIBUTES

Project Management, Time Management, Conflict Management, Collaboration and Teamwork,

### LANGUAGES (Optional)

English – Proficient (Native)

isiZulu – Intermediate / Conversational

### ACHIEVEMENTS /AWARDS/RECOGNITIONS/VOLUNTEER WORK - (Optional)

- Award, recognition, or volunteer work Date