

Curriculum Vitae

NAME:

SURNAME:

CELL:
STUDENT NUMBER:

1. Personal details

Surname	:	
First names	:	
Gender	:	
Identity number	:	
Drivers License	:	Code 08 <u>if applicable</u>
Postal and Residential address	:	
Cellular number	:	
E-mail address	:	
Home language	:	
Other language Proficiency	:	
Criminal record	:	YES / NO

2. Academic details

a) Tertiary Education

(Start with the current qualification or field of study)

Institution	:	Example: Tshwane University of Technology
Course	:	Example: National Diploma
Current Year	:	20.....
Currently registered subjects	:	List your subjects here (not compulsory)

Addition Qualifications (certificates)

b) Secondary Education

School	:	Name of High School
Year	:	Year that you obtained matric/grade 12
Qualification	:	Example: N3 or Grade 12

c) Professional Membership

Example: TUT Mentor LSRC etc.
Member of South African Board of Personnel Practice
(SABPP) as HR Candidate, Category: Generalist.

3. Work Experience

Name of Company :
Position :
Duration of service :
Duties/Responsibilities :
(NB! Focus on Skills, abilities, knowledge, and attributes when explaining responsibilities)

4. Transferable Skills

a) Computer skills and knowledge

I have a good working knowledge of the following:

MS Word

- MS Power point
- e-Mail
- Integrated Tertiary System

MS Excel

- Internet. research
- Alchemy Administrator
- Cafe Suite 3.45d

b) Communication Skills Example:

- Verbal skills: my ability to communicate well with different people on the phone and face to face at a working environment and at tertiary level has enabled me acquire this skill.
- Writing skills: writing memorandums and letters at a working environment and assignments at tertiary environment have enabled me to obtain this skill.
- Interpersonal skills; my ability to speak, write and present myself fluently and immaculately has enabled me to have good interpersonal relations with different people.
- Leadership skills: I am currently the Chairperson of the Positive Talk Club of Tshwane University of Technology.

I was the leader of the student representative committee for the Human Resources Management programme at Tshwane University of Technology in 2007.

5. Achievements: Example: I was a top student in HRM in 2011

6. Attributes: Example: My hard working, organised, dependable, sociable, openness, and highly motivated qualities are attributes to my ability to associate well with people of different cultures, beliefs, and personalities.

7. References / Testimonial

(A reference is not a lecturer, unless the lecturer knows you very well. It should be a friend of the family or somebody that knows you very well (not your mother, father or any other immediate family member.) A school teacher/principal or a close friend of the family, a previous employer.

2-3 references (IMPORTANT – WE WILL BE CALLING THEM)

Name or person :
Designation :
Company :
Contact telephone numbers :