

# Curriculum Vitae

NAME:

SURNAME:

CELL:  
STUDENT NUMBER:

## 1. Personal details

Surname :  
First names :  
Gender :  
Identity number :  
Drivers License : Code 08 if applicable  
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 :