

Here is an example of a CV:

CURRICULUM VITAE OF THABO JOHN MAESELA

My career goals:

I would like to work in an organization where I can use my qualifications in Accountancy. I aim to become the Manager of Finance of a well-reputed organisation within 5-10 years. The job I am applying for is a good opportunity for me to work actively and productively in my field of expertise and apply my skills. My aim is to make a difference in my work-place through my contribution and to touch the lives of my co-workers through my positive attitude. I am a self-starter and have excellent interpersonal and conflict-management skills.

Personal Information:

Surname: Maesela

First Names: Thabo John

Title: Mr

Home address: 24, 16th Avenue, Villieria, Pretoria, 0183

Telephone number: 012- 322 1034 **Cell:** 083 4765 201

Date of birth: 1986-05-22

Age: 22

Identity number: 8605222346630

Nationality: South African

Marital status: Single

Health: Good

Driver's licence: Code 08

Criminal record: None

Education and Qualifications

High School: Mamelodi High School

Matric subjects: English (HG), Northern Sotho (HG), Afrikaans (HG), Mathematics (SG), Science (SG), Accountancy (HG).
(Copy of Senior Certificate attached).

Special training: Attended a Data Processing course and computer courses. (Copies of certificates attached).

Post-Matric qualifications: Accountancy Diploma obtained at Rosebank College. (Copy of Diploma attached).

Languages:

Speak: Northern Sotho (good), English (good), Afrikaans (fair), Zulu (fair).

Read: Northern Sotho (good), English (good), Afrikaans (good), Zulu (good).

Write: Northern Sotho (good), English (good), Afrikaans (fair), Zulu (fair).

Careers History

Work Experience

Part-time: Cashier and packer at Pick and Pay during weekends and school holidays – 4 years.

Salesperson at the Pretoria Show for Philips - September 2006 and September 2007.

Full-time: None.

Skills gained during my career and studies:

MsOffice computer course inclusive of:

MsWord

MsExcell

MsPowerpoint

Ms Outlook

Sales

Pastel Accounting programme

Book-keeping practice

Tax returns

Cost management

Business law

Leadership skills certificate

Interests:

Activities: Member of the Debating Society and the church choir.

Hobbies: Reading, hiking and camping.

Sport: Road running and soccer.

Position of Responsibility held at School:

Prefect and vice-captain of the second soccer team.

Position of Responsibility in other Areas

Secretary of the Young Men's Christian Association (YMCA) – Villieria.

Prizes and Awards

School colours for soccer.

Interschool Debating Team Awards.

Achieved silver medal in Soweto Marathon.

References

Include at least three letters of recommendation or write down the names, telephone numbers and the positions of persons who know you and can recommend you. Ask for

the permission of the people concerned, before giving their telephone numbers. That way, they are prepared to answer questions about you if contacted.

Examples

1. Mr PH Smith – Facilitator of the Villieria YMCA, PO Box 1256, Villieria, 0186.
Tel. 012 346 2413.
2. Dr SL Mahlangu – Principal of Mamelodi High School, Private Bag X45, Mamelodi West, 0101. Tel. 012 455 8590.
3. Rev J Lamola – Minister of the Methodist Church, 150, 24th Avenue, Villieria, 0186.
Tel. 012 325 1267.