REFLECTION CAREER COUNSELLING   
S – Situation

At the beginning of this semester, I found myself juggling several roles: a student preparing for exams, an RSA (Residence Student Assistant) responsible for supporting my peers, and an aspiring professional working towards my AWS Cloud Practitioner certification. I was also actively applying for internships and managing two side businesses — one in candle-making and the other in Airbnb rentals.

T – Task

My main objective was to maintain academic excellence (aiming for a 75% average), secure an internship at a top-tier tech company like Microsoft, and grow my technical skills in automation and cloud computing — all while continuing to provide support as an RSA and manage my business ventures.

A – Action

To meet these goals, I:

* Created a structured weekly planner to balance study time, work duties, and personal development.
* Attended online AWS prep courses and worked on practical cloud labs.
* Applied to internships consistently while improving my LinkedIn and GitHub profiles.
* Used my RSA role as an opportunity to enhance leadership, communication, and organizational skills.
* Committed time to learn automation and improve technical integration skills.
* Made time for spiritual growth, and planned to acquire my learner's and driver's licenses for more independence.

R – Result

Although I haven’t yet secured the internship of my dreams, I have made significant strides in building my portfolio and confidence. I am closer to earning my AWS certification, have deepened my understanding of cloud technologies, and am learning how to balance multiple responsibilities effectively. My candle and Airbnb businesses are slowly gaining traction, and I’ve gained valuable real-world insights by simply showing up, staying committed, and reflecting on my progress.

Takeaway

This experience has taught me that resilience, planning, and self-belief are as important as technical skills. I’ve grown not just academically or professionally, but holistically — and I now see every challenge as a platform for development. Going forward, I will continue to build on this foundation, adapt where necessary, and remain open to learning in every form it presents itself.

# REFLECTION SKILLS AND INTERESTS

S – Situation  
As a student and Residence Student Assistant (RSA), I’ve been balancing multiple responsibilities—supporting fellow students, preparing for exams, studying for the AWS Cloud Practitioner certification, and actively applying to internships at major tech companies like Microsoft. At the same time, I’m working on growing two side businesses: one in candle making and another in Airbnb hosting.

T – Task  
I needed to manage my time effectively, stay consistent in my academic performance (with a goal of maintaining a 75% average), build my cloud and cybersecurity skills, and grow professionally to secure opportunities like internships, bursaries (e.g., Abe Bailey), and certifications—all while supporting my peers as an RSA.

A – Action  
To achieve this, I:

* Created a career development plan outlining short-, medium-, and long-term goals.
* Committed to weekly learning in AWS and automation tools to deepen my skills.
* Actively applied for internships and engaged with my LinkedIn and GitHub profiles.
* Continued offering support and mentorship to students in residence.
* Allocated time for spiritual growth, personal development, and business expansion.
* Used reflective practices like journaling and reviewing my wins to stay motivated.

R – Result  
These efforts led to increased clarity in my career direction, stronger time management, and more confidence in my technical and leadership abilities. I’ve built a portfolio that highlights my journey, strengthened my application for opportunities like the Abe Bailey Travel Bursary, and set a foundation for long-term goals in cloud computing, cybersecurity, and entrepreneurship.

# REFLECTION PERSONALITY ASSESSMENT

S – Situation:  
As part of my career development coursework and personal growth goals, I completed a personality assessment designed to match individual traits with ideal career paths. I took this seriously because I’m in a transitional phase — applying for internships, preparing for the AWS Cloud Practitioner certificate, and clarifying the direction I want to take long-term in fields like cloud computing and cybersecurity.

T – Task:  
The goal was to understand how my personality influences the kind of work I enjoy and excel at. I needed to identify which environments, roles, and responsibilities would best suit my strengths and values so that I could align my career path accordingly — not just for short-term success, but long-term fulfillment.

A – Action:  
During the assessment, I reflected deeply on who I am and how I work:

* I scored high in Enterprising — indicating that I enjoy leading, persuading, and taking initiative, which matches my entrepreneurial ventures like my candle and Airbnb businesses.
* I also aligned with the Social type — showing I enjoy helping others, mentoring (as I do as an RSA), and working closely with people.
* I have some Conventional tendencies — I like structure, order, and working with organized systems, which suits technical roles like cybersecurity.
* Additionally, elements of the Artistic type resonate with me — I enjoy creative expression, especially when building a brand or innovating in side projects.

This reflection helped me identify adaptive and transferable skills such as public speaking, empathy, planning, and analytical thinking. I took note of where I naturally excel — such as organizing, mentoring, or solving complex problems — and what tasks energize me most.

R – Result:  
The assessment gave me clarity: the careers I’m aiming for — cloud security, ethical hacking, freelancing — make sense for someone with my blend of creativity, ambition, structure, and interpersonal strengths. It also affirmed the importance of continuing to grow skills like communication, adaptability, and emotional intelligence.

More than anything, the assessment showed me that success isn’t just about technical ability — it’s about finding roles that fit my personality and allow me to be authentic, effective, and energized in my work.

# REFLECTION CREATE A CV

S – Situation:  
During a course module on career preparation, I completed a lesson that focused on how to effectively write and edit a CV (curriculum vitae) and cover letter. The content emphasized how important these documents are in the job application process, as they form a potential employer’s first impression of me.

T – Task:  
The task was to understand the key elements that make a resume and cover letter professional, impactful, and tailored for specific job applications. I needed to learn how to present my skills, experience, and personality in a way that matches job requirements and the company's values.

A – Action:  
I engaged with several best practices. I learned to:

* Remove irrelevant or outdated information, especially anything older than 10–15 years.
* Maintain consistent formatting—such as bullet points, punctuation, font choice, and spacing—to keep the document neat and easy to scan.
* Mirror the company’s tone and branding by researching their website and incorporating similar language into my resume.
* Use action verbs and measurable achievements to describe past roles, which helps employers see the results I’ve delivered.
* Avoid jargon and write clear, concise bullet points that are understandable to non-specialists.
* Borrow keywords from the job description to increase the chance that my application gets noticed by both recruiters and applicant tracking systems (ATS).
* Limit the resume to 1–2 pages and ensure that the most relevant and recent experience takes priority in terms of space and detail.

I also learned the value of writing a personalized cover letter, even when it’s optional. A well-written cover letter provides an opportunity to expand on the resume, show personality, and directly connect my skills to the employer’s needs.

R – Result:  
This experience helped me understand how crucial it is to be strategic when writing job applications. I now know that a resume and cover letter are not just lists of what I’ve done—they are marketing tools that should clearly show why I’m the right fit for a role. I feel more confident in my ability to craft targeted, polished applications that stand out and reflect my professionalism. These skills will help me make a stronger impact in the job market and increase my chances of being shortlisted for interviews.

# REFLECTION CV SUBMISSION

S – Situation:  
As a final-year IT student pursuing a Diploma in ICT: Communication Networks at the Cape Peninsula University of Technology, I was in the process of applying for internships and entry-level roles in the tech industry. I had created a CV outlining my education, technical skills, and experience, including my role as a Residence Student Assistant and my consulting internship at Cobalt Partners. However, I wasn’t fully confident that my resume and cover letter would make a strong first impression or effectively communicate my value to employers.

T – Task:  
The task was to reflect on how I could enhance the quality of my resume and cover letter so they are clear, tailored, and professional—ensuring they resonate with potential employers and help me stand out in a competitive job market.

A – Action:  
After engaging in the Resume and Cover Letter Writing lesson, I learned several best practices that prompted me to rethink and refine my documents:

* I realized the importance of tailoring my CV to each job by mirroring the company's tone and language.
* I improved consistency in formatting—ensuring bullet points ended with periods, headings were uniformly capitalized, and spacing was visually balanced.
* I updated my bullet points to begin with past-tense action verbs and focused on measurable outcomes. For example, in my Junior Consultant role, I highlighted how I aligned digital solutions with business goals and managed multiple projects.
* I incorporated keywords such as “workflow automation,” “technical support,” and “network configuration” to reflect my skills and the roles I was targeting.
* I understood the value of using the cover letter to add personality and context to my experience, particularly highlighting projects like the AI-powered GBV support website that won first place in the GirlCode Hackathon—something that shows my initiative, creativity, and social impact.
* I reviewed and proofread my CV thoroughly, ensuring clarity, grammar accuracy, and a compelling flow of information that tells a unified story.

R – Result:  
After applying what I learned, my CV and cover letter became more refined, targeted, and professional. These changes helped me present myself not just as a student with experience, but as a capable, confident, and solution-oriented candidate ready to contribute to any organization. The resume writing reflection empowered me to see my achievements—like leading student activities, automating workflows at Cobalt Partners, and winning a tech hackathon—as real assets. I am now more confident in how I communicate my value and much better equipped to pursue meaningful roles in ICT and networking.