

# CURRICULUM VITAE OF

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## PERSONAL DETAILS

**Surname:**

**Full names:**

**ID Number:**

**Gender:** (Optional – if it can help with equity)

**Race:** (Optional – if it can help with equity)

**Contact numbers:** (VERY IMPORTANT – give as many contact numbers as possible and make sure they are correct)

**Physical Address:**

**Language proficiency:** (Home language and other languages)

**Drivers License:** (Yes/No – if yes, stipulate license type, eg. Code 10)

**Own Transport:** (Yes/No)

**Current Salary:** (Stipulate in as much detail as possible and include benefits)

**Expected Salary:** (Stipulate in as much detail as possible)

**Notice period / availability:**

## EDUCATIONAL HISTORY

### SECONDARY EDUCATION

**Qualification:** (eg. Matric)

**School:**

**Year Obtained:**

**Subjects:**

### TERTIARY EDUCATION

**Qualification:**

**Institution:**

**Date Obtained:**

**Qualification:**

**Institution:**

**Date Obtained:**

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### ADDITIONAL COURSES

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(This is optional. List any on-the-job training or additional courses completed)

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### COMPUTER LITERACY

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For example:

- MS Word
- MS Excel
- MS Powerpoint
- Pastel
- SAP
- (Also add in any in-house systems used)

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### EMPLOYMENT HISTORY/ WORK EXPERIENCE

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(Begin with most recent position – include ALL positions)

**Company:** (Employer)

**Period:** (Full duration – include start date until end date; eg. February 2008 – August 2012)

**Position:** (Job Title)

**Duties:** (List ALL functions in bullet form)

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**Reason for leaving:** (Please be honest)

**Reference:** (Name, job title, contact number)

**Company:** (Employer)

**Period:** (Full duration – include start date until end date; eg. February 2008 – August 2012)

**Position:** (Job Title)

**Duties:** (List ALL functions in bullet form)

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**Reason for leaving:** (Please be honest)

**Reference:** (Name, job title, contact number)

**Company:** (Employer)

**Period:** (Full duration – include start date until end date; eg. February 2008 – August 2012)

**Position:** (Job Title)

**Duties:** (List ALL functions in bullet form)

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**Reason for leaving:** (Please be honest)

**Reference:** (Name, job title, contact number)

## ACHIEVEMENTS

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(Optional – you might want to mention any on-the-job achievements or awards; eg. Best Salesman of the Year for 2012)