



# Parker CV

## Creative Resume Templates

Parker Placement offers more than 10 years of professional resume writing services to a variety of candidates looking for employment or furthering their professional career, in all Industries, across South Africa. Our highly professional resume writing services are offered to candidates looking for permanent or temporary employment.

We are without a doubt one of the top 5 Companies in South Africa, that offers professional writing & editing services. Making a good -first impression on a potential employer is very important, and what better way to go about it than impressing them with a well written resume. While most job portals offer generic tips and advice on polishing your resume, and a basic Google search yields hundreds of sample cover letters and resume templates, for most people, putting together a well-formatted, concise and presentable resume is still a struggle.

This is where we step in and help YOU stand out from the rest. We provide a distinguished personal service accompanied by absolute proven customer satisfaction. Make sure the Resume Writing service you pay for reflects who you are in the most proficient manner so that you will make an astounding first impression.

### Professional Resume Writing Services

In addition to our professional resume writing services, we have designed our own unique "Parker CV Collection" which can be used by candidates to create their own professional resume, guaranteed to leave a lasting impression when applying for your dream job.

Our beautifully designed templates are extremely easy to use and suitable for all types of industries. Simply download the files to your computer and insert your information into the text boxes. You can change the font styles, create your own colour palette, add extra boxes, move sections, and duplicate anything you want in the templates. You can use the templates with or without a photo. Our templates will come in handy for many years to come.

### Contact us

[stephanie@parkerplacement.co.za](mailto:stephanie@parkerplacement.co.za)

[anne@parkerplacement.co.za](mailto:anne@parkerplacement.co.za)

[www.parkerplacement.co.za](http://www.parkerplacement.co.za)

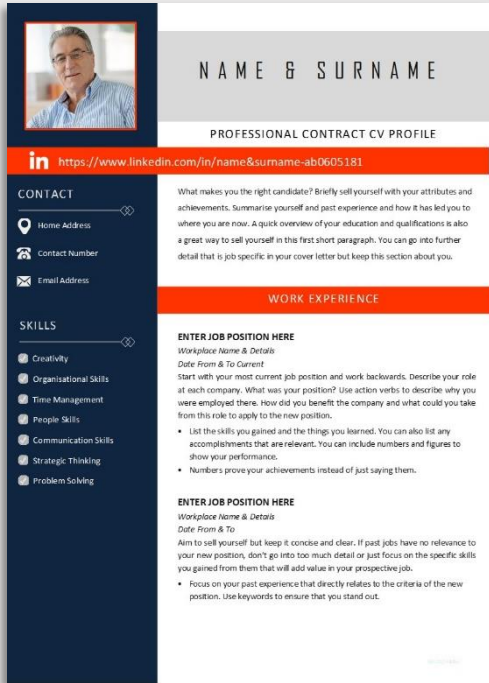
071 625 3126 / 061 459 3313 / 073 209 6434



# Creative Resume Templates

## Season 1 - Template 1

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office



NAME & SURNAME

PROFESSIONAL CONTRACT CV PROFILE

<https://www.linkedin.com/in/name&surname-ab0605181>

**CONTACT**

Home Address

Contact Number

Email Address

**SKILLS**

- Creativity
- Organisational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

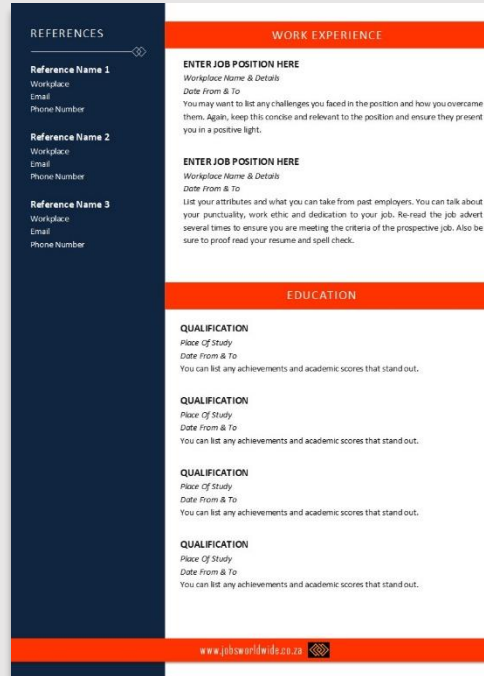
**WORK EXPERIENCE**

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.



**REFERENCES**

**Reference Name 1**  
Workplace  
Email  
Phone Number

**Reference Name 2**  
Workplace  
Email  
Phone Number

**Reference Name 3**  
Workplace  
Email  
Phone Number

**WORK EXPERIENCE**

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

**EDUCATION**

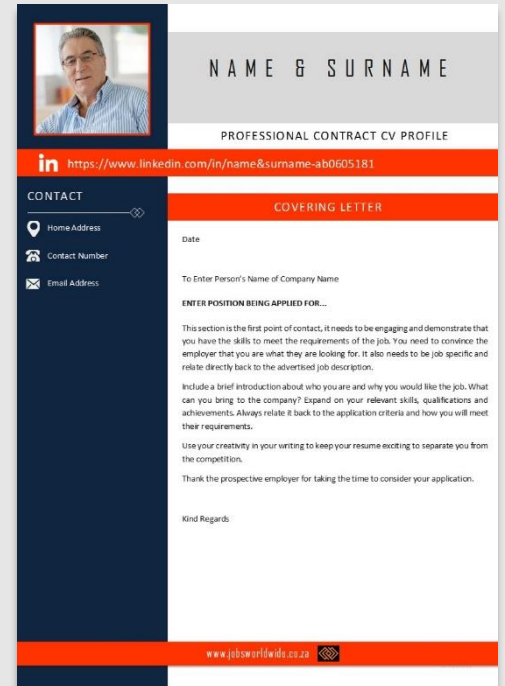
**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

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You can list any achievements and academic scores that stand out.

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)



NAME & SURNAME

PROFESSIONAL CONTRACT CV PROFILE

<https://www.linkedin.com/in/name&surname-ab0605181>

**CONTACT**

Home Address

Contact Number

Email Address

**COVERING LETTER**

Date

To Enter Person's Name of Company Name

**ENTER POSITION BEING APPLIED FOR...**

This section is the first point of contact, it needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.

Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.

Use your creativity in your writing to keep your resume exciting to separate you from the competition.

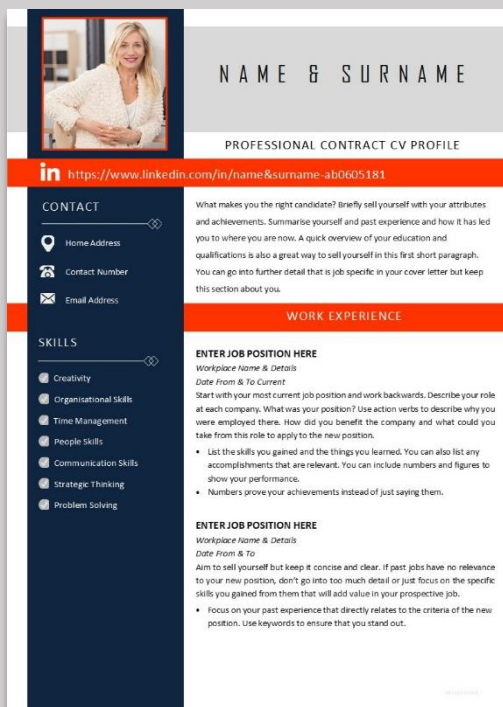
Thank the prospective employer for taking the time to consider your application.

Kind Regards

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)

## Template 2

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office



NAME & SURNAME

PROFESSIONAL CONTRACT CV PROFILE

<https://www.linkedin.com/in/name&surname-ab0605181>

**CONTACT**

Home Address

Contact Number

Email Address

**SKILLS**

- Creativity
- Organisational skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

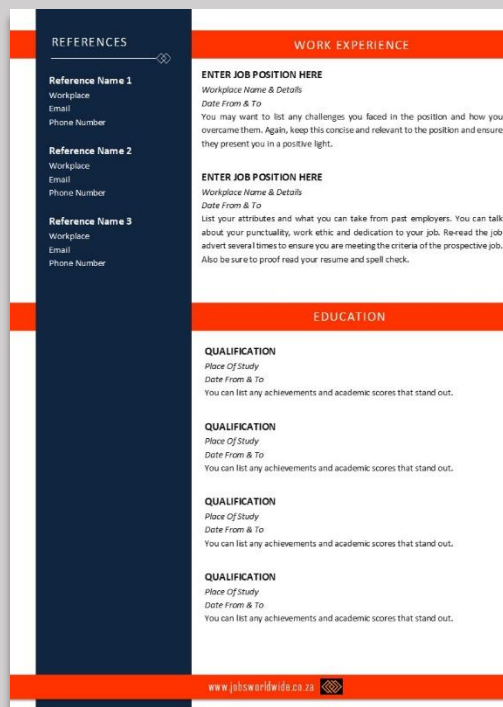
**WORK EXPERIENCE**

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
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- Numbers prove your achievements instead of just saying them.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

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**REFERENCES**

**Reference Name 1**  
Workplace  
Email  
Phone Number

**Reference Name 2**  
Workplace  
Email  
Phone Number

**Reference Name 3**  
Workplace  
Email  
Phone Number

**WORK EXPERIENCE**

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

**EDUCATION**

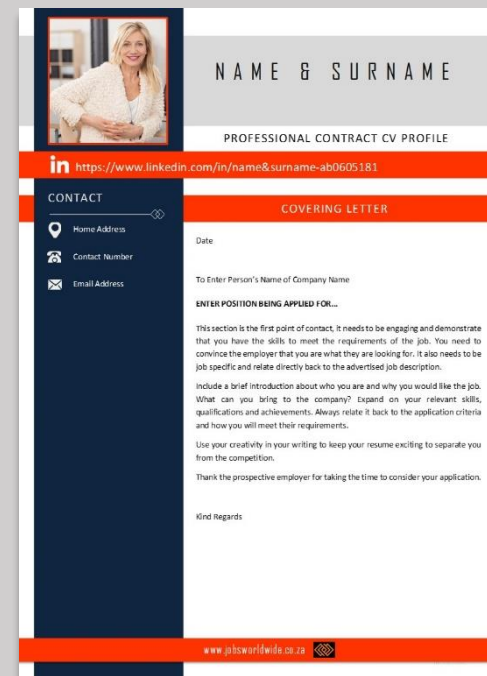
**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

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NAME & SURNAME

PROFESSIONAL CONTRACT CV PROFILE

<https://www.linkedin.com/in/name&surname-ab0605181>

**CONTACT**

Home Address

Contact Number

Email Address

**COVERING LETTER**

Date

To Enter Person's Name of Company Name

**ENTER POSITION BEING APPLIED FOR...**

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Kind Regards


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# Template 3

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

## NAME & SURNAME

EXECUTIVE RESUME PROFILE



<https://www.linkedin.com/in/name&surname-ab0605181>

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

### WORK EXPERIENCE

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

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- Numbers prove your achievements instead of just saying them.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To

Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

### SKILLS

- Creativity
- Organisational skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

Home Address  
Contact Number  
Email Address

## REFERENCES

**Reference Name 1**  
Workplace  
Email  
Phone Number

**Reference Name 2**  
Workplace  
Email  
Phone Number

**Reference Name 3**  
Workplace  
Email  
Phone Number

## WORK EXPERIENCE

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To

You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To

List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

## EDUCATION

**QUALIFICATION**  
Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.


**QUALIFICATION**  
Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

www.jobsworldwide.co.za

## NAME & SURNAME

EXECUTIVE RESUME PROFILE



<https://www.linkedin.com/in/name&surname-ab0605181>

## COVERING LETTER

Date

To Enter Person's Name of Company Name

**ENTER POSITION BEING APPLIED FOR...**

This section is the first point of contact, it needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.

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Kind Regards

Home Address  
Contact Number  
Email Address

www.jobsworldwide.co.za

# Template 4

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

## Executive Resume Profile



## Name & Surname

Email Address  
Contact Number  
Home Address

<https://www.linkedin.com/in/name&surname-ab0605181>

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

## Experience

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To

Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

## Skills

- Creativity
- Organisational skills
- Project Management
- People skills
- Model making skills
- Safety regulations
- Problem Solving

## References

**Reference Name 1**  
Workplace  
Email  
Phone Number

**Reference Name 2**  
Workplace  
Email  
Phone Number

**Reference Name 3**  
Workplace  
Email  
Phone Number

## Experience

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To

You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To

List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

## Education

**QUALIFICATION**  
Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To


You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

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## Executive Resume Profile



## Name & Surname

Email Address  
Contact Number  
Home Address

<https://www.linkedin.com/in/name&surname-ab0605181>

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

## Covering Letter

Date

To Enter Person's Name of Company Name

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Thank the prospective employer for taking the time to consider your application.

Kind Regards

# Template 5

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

## NAME & SURNAME

### EXECUTIVE RESUME PROFILE

#### PROFILE

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

#### WORK EXPERIENCE

##### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

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##### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

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- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

#### CONTACT

- Home Address
- Contact Number
- Email Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

#### SKILLS

- Creativity
- Organisational skills
- Project Management
- People skills
- Model making skills
- Safety regulations
- Problem Solving



#### WORK EXPERIENCE CONT'D

##### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

##### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

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#### EDUCATION

##### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

##### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

##### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

#### REFERENCES

##### Reference Name 1

Workplace  
Email  
Phone Number

##### Reference Name 2

Workplace  
Email  
Phone Number

##### Reference Name 3

Workplace  
Email  
Phone Number

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)

## NAME & SURNAME

### EXECUTIVE RESUME PROFILE

#### PROFILE

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

#### COVERING LETTER

Date

To Enter Person's Name of Company Name

##### ENTER POSITION BEING APPLIED FOR...

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Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind regards

#### CONTACT

- Home Address
- Contact Number
- Email Address
- <https://www.linkedin.com/in/name&surname-ab0605181>



[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)

# Template 6

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

## EXECUTIVE RESUME PROFILE



### NAME & SURNAME

#### CONTACT

- Home Address
- Contact Number
- Email Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

#### PROFESSIONAL PROFILE

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

#### WORK EXPERIENCE

##### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

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Workplace Name & Details  
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- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

#### SKILLS

- Creativity
- Organisational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

#### EDUCATION

##### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

##### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

#### WORK EXPERIENCE CONT'D

##### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

##### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

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#### REFERENCES

##### Reference Name 1

Workplace  
Email  
Phone Number

##### Reference Name 2


Workplace  
Email  
Phone Number

##### Reference Name 3

Workplace  
Email  
Phone Number

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)

## EXECUTIVE RESUME PROFILE



### NAME & SURNAME

#### CONTACT

- Home Address
- Contact Number
- Email Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

#### COVERING LETTER

Date

To Enter Person's Name of Company Name

##### ENTER POSITION BEING APPLIED FOR...

This section is the first point of contact, it needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.

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# Template 7

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

**Name & Surname**

**Executive Resume Profile**  
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**Contact**  
▲ Home Address  
▲ Contact Number  
▲ Email Address  
▲ <https://www.linkedin.com/in/name&surname-ab0605181>

**Work Experience**  
**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.  
• List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.  
• Numbers prove your achievements instead of just saying them.

**Education**  
**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.  
**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.  
**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**Work Experience**  
**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.  
• Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

**Work Experience**  
**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

**References**  
**Reference Name 1**  
Workplace  
Email  
Phone Number  
**Reference Name 2**  
Workplace  
Email  
Phone Number  
**Reference Name 3**  
Workplace  
Email  
Phone Number

**Work Experience**  
**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

**Name & Surname**

**Executive Resume Profile**  
What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

**Contact**  
▲ Home Address  
▲ Contact Number  
▲ Email Address  
▲ <https://www.linkedin.com/in/name&surname-ab0605181>

**Covering Letter**  
Date  
To Enter Person's Name of Company Name  
**ENTER POSITION BEING APPLIED FOR...**  
This section is the first point of contact, it needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.  
Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.  
Use your creativity in your writing to keep your resume exciting to separate you from the competition.  
Thank the prospective employer for taking the time to consider your application.  
Kind Regards

# Template 8

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

**Name & Surname**  
*Professional Contract CV Profile*

**Profile**  
What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

**Experience**  
**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.  
• List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.  
• Numbers prove your achievements instead of just saying them.

**Skills**  
✓ Creativity  
✓ Organisational Skills  
✓ Time Management  
✓ People Skills  
✓ Communication Skills  
✓ Strategic Thinking  
✓ Problem Solving

**Work Experience**  
**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.  
• Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

**Education**  
**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.  
**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.  
**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**Experience**  
**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.  
• List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.  
• Numbers prove your achievements instead of just saying them.

**References**  
**Reference Name 1**  
Workplace  
Email  
Phone Number  
**Reference Name 2**  
Workplace  
Email  
Phone Number  
**Reference Name 3**  
Workplace  
Email  
Phone Number

**Name & Surname**  
*Professional Contract CV Profile*

**Covering Letter**  
Date  
To Enter Person's Name of Company Name  
**ENTER POSITION BEING APPLIED FOR...**  
This section is the first point of contact, it needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.  
Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.  
Use your creativity in your writing to keep your resume exciting to separate you from the competition.  
Thank the prospective employer for taking the time to consider your application.  
Kind Regards

# Template 9

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

## NAME & SURNAME

Contact Number  
Email Address  
Home Address  
<https://www.linkedin.com/in/name&surname-ab06c5181>



### EXECUTIVE RESUME PROFILE

#### PROFESSIONAL PROFILE

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

#### SKILLS

- Creativity
- Organisational skills
- Project Management
- People skills
- Model making skills
- Safety regulations
- Problem Solving

#### EDUCATION

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

#### REFERENCES

**Reference Name 1**  
Workplace  
Email  
Phone Number

**Reference Name 2**  
Workplace  
Email  
Phone Number

#### WORK EXPERIENCE

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.


**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Start with your most current job position and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)

## NAME & SURNAME

Contact Number  
Email Address  
Home Address  
<https://www.linkedin.com/in/name&surname-ab06c5181>



### EXECUTIVE RESUME PROFILE

#### COVER LETTER

Date

To Enter Person's Name of Company Name

**ENTER POSITION BEING APPLIED FOR...**

This section is the first point of contact, it needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.

Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.

Use your creativity in your writing to keep your resume exciting to separate you from the competition.


Thank the prospective employer for taking the time to consider your application.

Kind Regards

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)

# Template 10

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office



## Name & Surname

### Executive Resume

#### Contact

- Home Address
- Contact Number
- Email Address
- <https://www.linkedin.com/in/name&surname-ab06c5181>

#### Skills

- Creativity
- Organisational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

#### Professional Profile

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

#### Work Experience

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

#### Education

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

#### Work Experience

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.


#### References

**Reference Name 1**  
Workplace  
Email  
Phone Number

**Reference Name 2**  
Workplace  
Email  
Phone Number

**Reference Name 3**  
Workplace  
Email  
Phone Number

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)



## Name & Surname

### Executive Resume

#### Contact

- Home Address
- Contact Number
- Email Address
- <https://www.linkedin.com/in/name&surname-ab06c5181>

#### Professional Profile

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

#### Covering Letter

Date

To Enter Person's Name of Company Name

**ENTER POSITION BEING APPLIED FOR...**

This section is the first point of contact, it needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.

Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.

Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.


Kind Regards

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# Template 11

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

**NAME & SURNAME**  
EXECUTIVE RESUME PROFILE



What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

**CONTACT**

- Contact Number
- Email Address
- Home Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

**SKILLS**

- Creativity
- Organisational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

**WORK EXPERIENCE**

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

**REFERENCES**

**Reference Name 1**  
Workplace  
Email  
Phone Number

**Reference Name 2**  
Workplace  
Email  
Phone Number

**Reference Name 3**  
Workplace  
Email  
Phone Number

**WORK EXPERIENCE**

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

**EDUCATION**

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.


**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)

**NAME & SURNAME**  
EXECUTIVE RESUME PROFILE



What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

**CONTACT**

- Contact Number
- Email Address
- Home Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

**COVERING LETTER**

Date:

To Enter Person's Name of Company Name

**ENTER POSITION BEING APPLIED FOR...**

This section is the first point of contact. It needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.

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Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind Regards

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# Template 12

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

**Name & Surname**  
Executive Resume Profile



**PROFILE**

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

**EXPERIENCE**

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

**EDUCATION**

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**QUALIFICATION**  
Place Of Study  
Date From & To  
You can list any achievements and academic scores that stand out.

**EXPERIENCE**

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To Current  
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

**ENTER JOB POSITION HERE**  
Workplace Name & Details  
Date From & To  
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

**REFERENCES**


**Reference Name 1**  
Workplace  
Email  
Phone Number

**Reference Name 2**  
Workplace  
Email  
Phone Number

**Reference Name 3**  
Workplace  
Email  
Phone Number

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)

**Name & Surname**  
Executive Resume Profile



**COVERING LETTER**

Date:

To Enter Person's Name of Company Name

**ENTER POSITION BEING APPLIED FOR...**

This section is the first point of contact. It needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.

Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.

Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind Regards


[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)

# Template 13

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

## Name & Surname

Executive Resume Profile



### PROFILE

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

### EXPERIENCE

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

### CONTACT

- Contact Number
- Email Address
- Home Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

### SKILLS

- Time Management Skills
- Problem Solving
- Bilingual
- Strong Communication
- Goal Orientated
- Adaptability & Flexibility

### EDUCATION

#### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

#### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

#### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

### EXPERIENCE

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

### REFERENCES

#### Reference Name 1

Workplace  
Email  
Phone Number

#### Reference Name 2

Workplace  
Email  
Phone Number


#### Reference Name 3

Workplace  
Email  
Phone Number

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)

## Name & Surname

Executive Resume Profile



### COVERING LETTER

Date

To Enter Person's Name of Company Name

#### ENTER POSITION BEING APPLIED FOR...

This section is the first point of contact, it needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.

Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.

Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind Regards

### CONTACT

- Contact Number
- Email Address
- Home Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

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# Template 14

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office



## NAME & SURNAME

### EXECUTIVE RESUME

### PROFILE

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

### WORK EXPERIENCE

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

### CONTACT

- Contact Number
- Email Address
- Home Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

### SKILLS

- Time Management Skills
- Problem Solving
- Bilingual
- Strong Communication
- Goal Orientated
- Adaptability & Flexibility

### EDUCATION

#### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

#### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

#### QUALIFICATION

Place Of Study  
Date From & To

You can list any achievements and academic scores that stand out.

### WORK EXPERIENCE

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

#### ENTER JOB POSITION HERE

Workplace Name & Details  
Date From & To

Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

### REFERENCES

#### Reference Name 1

Workplace  
Email  
Phone Number


#### Reference Name 2

Workplace  
Email  
Phone Number

#### Reference Name 3

Workplace  
Email  
Phone Number

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## NAME & SURNAME

### EXECUTIVE RESUME

### COVERING LETTER

Date

To Enter Person's Name of Company Name

#### ENTER POSITION BEING APPLIED FOR...

This section is the first point of contact, it needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.

Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.

Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind Regards

### CONTACT

- Contact Number
- Email Address
- Home Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

[www.jobsworldwide.co.za](http://www.jobsworldwide.co.za)



# Template 15

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

**NS**

## Name & Surname

Executive Resume

**CONTACT**

- Home Address
- Contact Number
- Email Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

**SKILLS**

- Highly Motivated
- Career Driven
- Passion For My Job
- Hard Working
- Positive Attitude
- Responsible & Reliable

**PROFESSIONAL PROFILE**

This is your first chance to impress the recruiter. What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarize yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail specific to each job in your cover letter but keep this section about you.

**WORK EXPERIENCE**

**ENTER JOB POSITION HERE**  
Enter Workplace Name & Details  
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action words (look up 'action words' on Google) to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant.
- You can include numbers and figures to show your performance. Numbers prove your achievements instead of just stating them.

Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

**NS**

**EDUCATION**

- QUALIFICATION**  
Place of Study  
Date From & To  
Results
- QUALIFICATION**  
Place of Study  
Date From & To  
Results
- QUALIFICATION**  
Place of Study  
Date From & To  
Results
- QUALIFICATION**  
Place of Study  
Date From & To  
Results

**WORK EXPERIENCE**

**ENTER JOB POSITION HERE**  
Enter Workplace Name/Details  
Date to & From

Focus on your past experience that directly relates to the criteria of the new position. You may want to list any challenges you faced in the position and how you overcame them.

- Again, keep this concise, relevant to the position and ensure they present you in a positive light.

**ENTER JOB POSITION HERE**  
Enter Workplace Name/Details  
Date to & From

List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job.

- Re-read the job advert several times to ensure you are meeting the criteria of the prospective job.
- Be sure to proof read your resume and spell check.

**ENTER JOB POSITION HERE**  
Enter Workplace Name & Details  
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action words (look up 'action words' on Google) to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list

**REFERENCES**

**REFERENCE NAME 1**  
Workplace  
Email  
Phone Number

**REFERENCE NAME 2**  
Workplace  
Email  
Phone Number

**REFERENCE NAME 3**  
Workplace  
Email  
Phone Number

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**NS**

## Name & Surname

Covering Letter

Date/Month/Year

Dear Sir / Madam

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Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind Regards,  
Name & Surname  
Contact Number  
Email Address

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# Template 16

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

**NS**

## NAME SURNAME

EXECUTIVE RESUME

**CONTACT**

- Contact Number
- Home Address
- Email Address
- <https://www.linkedin.com/in/name&surname-ab0605181>

**SKILLS**

- CREATIVITY
- ORGANISATIONAL SKILLS
- TIME MANAGEMENT
- PEOPLE SKILLS
- COMMUNICATION SKILLS
- STRATEGIC THINKING
- PROBLEM SOLVING

**PROFILE**

This is your first chance to impress the recruiter. What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarize yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail specific to each job in your cover letter but keep this section about you.

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Enter Workplace Name & Details  
Date From & To Current

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**EDUCATION**

- QUALIFICATION**  
Place of Study  
Date From & To  
Results
- QUALIFICATION**  
Place of Study  
Date From & To  
Results
- QUALIFICATION**  
Place of Study  
Date From & To  
Results
- QUALIFICATION**  
Place of Study  
Date From & To  
Results

**EXPERIENCE**

**ENTER JOB POSITION HERE**  
Enter Workplace Name/Details  
Date to & From

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Date to & From

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**REFERENCES**

**Reference Name 1**  
Workplace  
Email  
Phone Number

**Reference Name 2**  
Workplace  
Email  
Phone Number

**Reference Name 3**  
Workplace  
Email  
Phone Number

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**NS**

## NAME SURNAME

COVERING LETTER

Date

To Enter Person's Name of Company Name

**ENTER POSITION BEING APPLIED FOR...**

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