



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

anne@parkerplacement.co.za

www.parkerplacement.co.za

071 625 3126 / 061 459 3313 / 073 209 6434



Creative Resume Templates

Season 2- Template 1

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 the 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
- Email Address
- Contact Number
- <https://www.linkedin.com/in/yourname-surname-000000000>

SKILLS

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

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.

REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

NAME & SURNAME
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
Name & Surname
Phone
Email

Template 2

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

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/yourname-surname-000000000>

Skills

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

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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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

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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 proofread your resume and spell check.

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Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

Name & Surname
Covering Letter

Date

To: Enter Person's Name of Company Name

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Kind Regards
Name & Surname
Phone
Email

Template 3

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



NAME & SURNAME

Executive Resume Profile

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CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/Name&Surname-48901381>

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

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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
- Organizational 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.

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 the 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

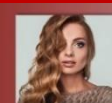
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REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number



NAME & SURNAME

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

Name & Surname

Phone

Email

Template 4

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



NAME AND SURNAME

PROJECT MANAGER

PROFESSIONAL RESUME PROFILE

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarize your self 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 the first short paragraph. You can go into further detail that is job specific in

NAME AND SURNAME

PROJECT MANAGER

CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/Name&Surname-48901381>

SKILLS

- Strategic Planning
- Organizational Skills
- Computer-aided Design
- People Skills
- Performance Management
- Strategic Thinking
- Model making skills

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

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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.

REFERENCES

- Customer Focused
- Positive Attitude
- Problem Solving
- Time Management
- Strong Communication
- Creativity

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 proofread your resume and spell check.

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

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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

NAME AND SURNAME

PROJECT MANAGER

CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/Name&Surname-48901381>

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.

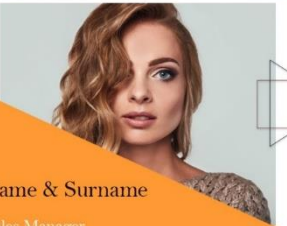
Thank the prospective employer for taking the time to consider your application.

Kind Regards

Template 5

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

Executive Resume Profile



Name & Surname

Sales Manager

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
- Email Address
- Contact Number
- <https://www.linkedin.com/in/username-45605181>

SKILLS

- People Skills
- Organisational Skills
- Computer-aided design
- Performance Management
- Strategic Thinking
- Model making skills

ATTRIBUTES

- Customer Focused
- Positive Attitude
- Problem Solving
- Time Management
- Strong Communication
- Creativity

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 personality, work ethics and dedication to your job. The next line should be reserved for 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
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.

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

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 HERE
Workplace Name & Details
Date
Start with your most recent achievement and work backwards. Describe your role at each company. What was your position? Use action verbs to describe what achievement you received.
How did you benefit the company and what could you take from this achievement to motivate and inspire others.
You can include numbers and figures to show your achievement.

ENTER HERE
Workplace Name & Details
Date
Start with your most recent achievement and work backwards. Describe your role at each company. What was your position? Use action verbs to describe what achievement you received.
How did you benefit the company and what could you take from this achievement to motivate and inspire others.
You can include numbers and figures to show your achievement.

REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number



Name & Surname

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:
Name & Surname
Phone
Email

Template 6


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

Executive Resume Profile

Name & Surname



Sales Manager



CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/username-45605181>

SKILLS

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

EXPERIENCE

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.

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

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.

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
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QUALIFICATION
Place Of Study
Date From & To
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EXPERIENCE

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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



COVERING LETTER

Date

To: Enter Person's Name of Company Name:

ENTER POSITION BEING APPLIED FOR...

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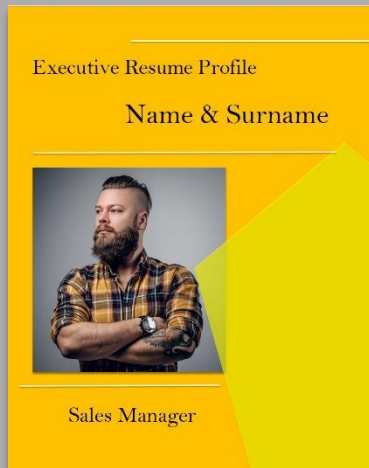
Use your creativity in your writing to keep your resume exciting to separate you from the competition.

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

Kind Regards:

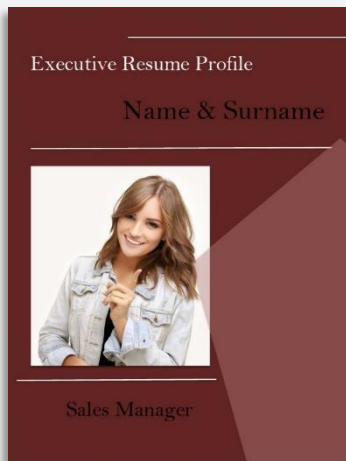
Template 7

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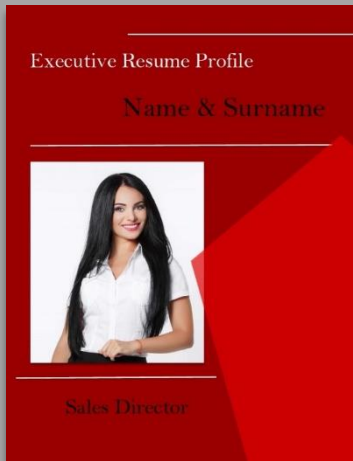
Template 8

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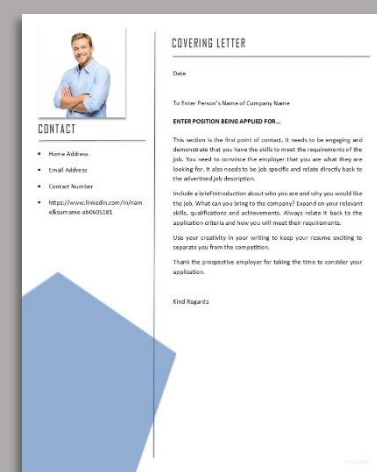
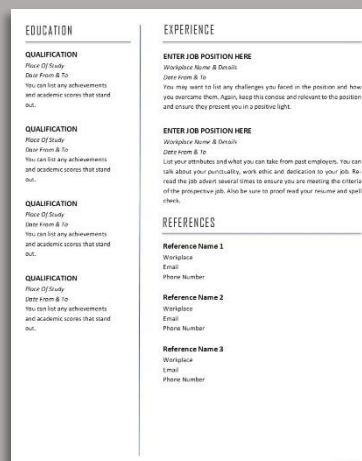
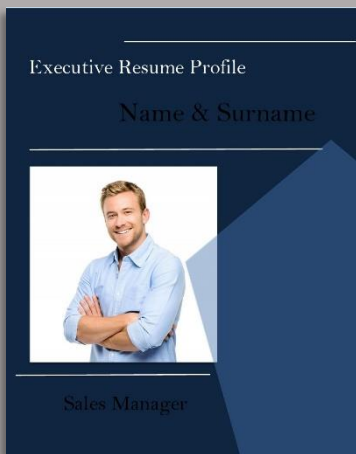
Template 9

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



Template 10

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



Template 11

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

Executive Resume Profile

Name & Surname



Sales Manager

CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/homename-446655181>

SKILLS

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

What makes you the right candidate? Briefly tell 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

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

EXPERIENCE

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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.

REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

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 weave directly back to the advertised job description.

Include a brief introduction about who you are and why you would be 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 12

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Executive Resume Profile

Name & Surname



Sales Manager

CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/homename-446655181>

SKILLS

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

What makes you the right candidate? Briefly tell 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.

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.

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
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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

COVERING LETTER

Date

To: Enter Person's Name of Company Name

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Kind Regards

Template 13

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



SCOTT FREEMAN

PROFESSIONAL BUSINESS CONSULTING

CAREER BACKGROUND

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WORK EXPERIENCE

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Date From & To Current
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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

0300 333 000
scottf@gmail.com
www.buzs.com

SKILLS

- Computer-aided design
- Creativity
- Model making skills
- Organisational Skills
- Project Management

ATTRIBUTES

- Customer Focused
- Positive Attitude
- Problem Solving
- Strong Communication
- Time Management

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
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QUALIFICATION
Place Of Study
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WORK EXPERIENCE

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Workplace Name & Details
Date From & To
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Date From & To
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REFERENCES

REFERENCE NAME 1	REFERENCE NAME 2
Workplace Email Phone Number	Workplace Email Phone Number

SCOTT FREEMAN

PROFESSIONAL BUSINESS CONSULTANT

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
Scott Freeman
Phone
Email

Template 14

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



JACK MAHLANGU

Professional Business Consultant

CAREER BACKGROUND

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 that is job specific in your cover letter but keep this section about you.

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Date From & To Current
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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.

CONTACT

0300 333 000
jackm@gmail.com
www.buzs.com

SKILLS

- Computer-aided design
- Creativity
- Model making skills
- Organisational Skills
- Project Management

ATTRIBUTES

- Customer Focused
- Positive Attitude
- Problem Solving
- Strong Communication
- Time Management

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
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QUALIFICATION
Place Of Study
Date From & To
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WORK EXPERIENCE

ENTER JOB POSITION HERE
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Date From & To
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Date From & To
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REFERENCES

REFERENCE NAME 1	REFERENCE NAME 2
Workplace Email Phone Number	Workplace Email Phone Number

JACK MAHLANGU

PROFESSIONAL BUSINESS CONSULTANT

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
Scott Freeman
Phone
Email



Template 15

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JANE KHUMALO

PROFESSIONAL BUSINESS CONSULTING

CONTACT

0300 333 000
jane.kh@gmail.com
www.buss.com

SKILLS

- Computer-aided design
- Creativity
- Model making skills
- Organisational Skills
- Project Management

ATTRIBUTES

- Customer Focused
- Positive Attitude
- Problem Solving
- Strong Communication
- Time Management

CAREER BACKGROUND

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WORK EXPERIENCE

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Workplace Name & Details

Date From & To Current

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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

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QUALIFICATION

Place Of Study
Date From & To

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WORK EXPERIENCE

ENTER JOB POSITION HERE

Workplace Name & Details

Date From & To

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Workplace Name & Details

Date From & To

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REFERENCES

REFERENCE NAME 1	REFERENCE NAME 2
Workplace	Workplace
Email	Email
Phone Number	Phone Number

JANE KHUMALO

PROFESSIONAL BUSINESS CONSULTANT

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
Scott Freeman
Phone
Email

Template 16

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



Tracy Mabusu

PROFESSIONAL BUSINESS CONSULTANT

CONTACT

0300 333 000
tracy@gmail.com
www.buss.com

SKILLS

- Computer-aided design
- Creativity
- Model making skills
- Organisational Skills
- Project Management

ATTRIBUTES

- Customer Focused
- Positive Attitude
- Problem Solving
- Strong Communication
- Time Management

CAREER BACKGROUND

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 that is job specific in your cover letter but keep this section about you.

WORK EXPERIENCE

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Workplace Name & Details

Date From & To Current

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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.

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

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ENTER JOB POSITION HERE

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Date From & To

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REFERENCES

REFERENCE NAME 1	REFERENCE NAME 2
Workplace	Workplace
Email	Email
Phone Number	Phone Number



Tracy Mabusu

PROFESSIONAL BUSINESS CONSULTANT

CONTACT

0300 333 000
tracy@gmail.com
www.buss.com

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 17

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NS

Name & Surname

Executive Resume

CONTACT

- Home Address
- Contact Number
- Email Address
- <https://www.linkedin.com/in/name&surname-ab000181>

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.

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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
- 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.

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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

Name & Surname

Executive Resume

NS

Date

To Enter Person's Name of Company Name

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

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Kind Regards
Scott Freeman

Phone
Email

Template 18

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-ab000181>

SKILLS

- Highly Motivated
- Career Driven
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- Hard Working
- Positive Attitude
- Responsible & Reliable

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NS

EDUCATION

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

WORK EXPERIENCE

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Enter Workplace Name/Details
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

Name & Surname

Executive Resume

NS

Date

To Enter Person's Name of Company Name

ENTER POSITION BEING APPLIED FOR...

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Kind Regards
Scott Freeman

Phone
Email

Template 19

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

CHRISTEL NKOSI
Professional Resume
Freelance Graphic Designer



PROFESSIONAL PROFILE
What makes you the right candidate? Briefly tell 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 tell 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
You can list any achievements and academic scores that stand out.

PERSONAL DETAILS
City: Cape Town, South Africa
Phone: +27 (0) 82 3 828 4344
Email: cn1234@gmail.com

COMPUTER
• MS Word
• MS Excel
• MS Outlook
• MS PowerPoint
• Internet
• Email

EDUCATION
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.

KEY MANAGEMENT SKILLS
• Analytic Thinking
• Budget Management
• Business Consulting
• Business Management
• Business Strategy
• Change Management
• Coaching Skills
• Communication Skills
• Computer Literacy
• Continuous Improvement
• Contract Management
• Customer Service
• Data Analysis
• Digital Marketing
• Graphic Designing
• Implementation Management
• Interpersonal Skills
• Leadership Skills
• Organizational Management
• Performance Management
• Problem-solving
• Process Improvement
• Quality Management
• Relationship Building
• Risk Management
• Staff Development
• Staff Management
• Strategic Planning
• Technology Management
• Time Management
• Training and Mentoring Skills
• Troubleshooting

COMPANY REFERENCES
REFERENCE NAME
Workplace
Email
Phone Number
REFERENCE NAME
Workplace
Email
Phone Number
REFERENCE NAME
Workplace
Email
Phone Number

CHRISTEL NKOSI
Professional Cover Letter
Freelance Graphic Designer

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 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,
Christel Nkosi
Phone: +27 (0) 82 3 828 4344
Email: cn1234@gmail.com

CAPE TOWN, SOUTH AFRICA | +27 (0) 82 3 828 4344 | CN1234@GMAIL.COM

Template 20

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

CHRISTEL BARNARD
Professional Resume Profile



CONTACT DETAILS
City: Cape Town, South Africa
Phone: +27 (0) 82 3 828 4344
Email: cbarnard1234@gmail.com

ATTRIBUTES
• Time Management
• Problem Solving
• Customer Focused
• Strong Communication
• Proactive Attitude

SKILLS
• Creativity
• Organizational Skills
• Project Management
• Computer Aided Design
• Model Making Skills

CAREER BACKGROUND
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• Problem-solving
• Process Improvement
• Quality Management
• Relationship Building
• Staff Development
• Staff Management
• Strategic Planning
• Time Management
• Troubleshooting

COMPANY REFERENCES
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CHRISTEL BARNARD
Professional Cover Letter

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