



Curriculum Vitae Studio

Absolute Perfection •

Professional Resume Writing Services

Sending the same generic resume out to 100 jobs and crossing your fingers doesn't work in today's crowded job market.

You need a branded, custom-tailored suite of documents and a modern job search strategy — we'll give you both.

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.

Don't have the time to do your Resume? 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. All our Resumes are ATS Compatible — to ensure that your resume gets picked up by all Job Portals.

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.

Portal Uploads:

We also assist in loading your resume onto Jobs Portals for eg, LinkedIn, Pnet, Indeed, Careers 24 ect.


Job Search Assistance:

We specialize in searching and applying for Jobs that are available, on your behalf. We sign in from your Job Portals and apply for positions on your behalf. You will be able to see which positions we applied for when we work through your Job Portals. If we know the Recruiter, we will contact them directly and see if we can arrange an interview for you as soon as possible.

Professional 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.

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

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

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
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



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

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.

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

Home Address
Contact Number
Email Address

www.jobsworldwide.co.za

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

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.

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

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

www.jobsworldwide.co.za

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.

www.jobsworldwide.co.za

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

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

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.

- 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

- 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
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.

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

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...

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

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

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.

- 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
- 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
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

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 application criteria and how you will meet their requirements.

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

Template 7

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
- 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.

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

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

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

- 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

www.jobsworldwide.co.za

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.

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

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

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.

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.

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



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

www.jobsworldwide.co.za

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-ab0605181>



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

www.jobsworldwide.co.za

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

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.

www.jobsworldwide.co.za

NAME & SURNAME

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



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

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-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.

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

www.jobsworldwide.co.za

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



Name & Surname

Executive Resume

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.

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

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.

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.

CONTACT

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

SKILLS

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

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

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.

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

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.

CONTACT

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

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

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

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

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.

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

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
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

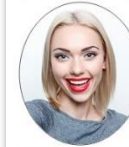
Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

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

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.

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

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
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



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

Template 15

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-ab005181>

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.

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

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





Name & Surname

Covering Letter

Day/Month/Year

Dear Sir / Madam

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 position.

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,
Name & Surname
Contact Number
Email Address

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 any accomplishments that are relevant.

www.jobsworldwide.co.za





Name & Surname

Covering Letter

Day/Month/Year

Dear Sir / Madam

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 position.

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,
Name & Surname
Contact Number
Email Address

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 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.

www.jobsworldwide.co.za



Template 16

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



NAME SURNAME

EXECUTIVE RESUME

CONTACT

- Contact Number
- Home Address
- Email Address
- <https://www.linkedin.com/in/name&surname-ab005181>

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.

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.

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


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





NAME SURNAME

COVERING LETTER

Day/Month/Year

Dear Sir / Madam

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 position.

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,
Name & Surname
Contact Number
Email Address

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

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 any accomplishments that are relevant.

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.

www.jobsworldwide.co.za





NAME SURNAME

COVERING LETTER

Day/Month/Year

Dear Sir / Madam

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 position.

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,
Name & Surname
Contact Number
Email Address

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 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.

www.jobsworldwide.co.za

