



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 Template

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. 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 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-000000000>

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.

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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
- 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.

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

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Kind Regards
Name & Surname
Phone
Email

Template 2

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Name & Surname
Executive Resume Profile



Contact

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Place Of Study
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Experience

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CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/name&surname-48160181/>

EXPERIENCE

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

EDUCATION

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Place Of Study
Date From & To

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Workplace
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NAME & SURNAME

Covering Letter

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Name & Surname

Phone

Email

Template 4

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NAME AND SURNAME

PROJECT MANAGER

EXPERIENCE

ENTER JOB POSITION HERE

Workplace Name & Details
Date From & To

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CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/name&surname-48160181/>

SKILLS

- Strategic Planning
- Organizational Skills
- Computer-aided design
- Responsibility
- 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

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EXPERIENCE

ENTER JOB POSITION HERE

Workplace Name & Details
Date From & To

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NAME AND SURNAME

PROJECT MANAGER

COVERING LETTER

Date

To: Enter Person's Name of Company Name

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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

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CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/name&name=40605181>

SKILLS

- Strategic Thinking
- Organizational Skills
- Computer-aided design
- People Skills
- 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
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EDUCATION

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

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

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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/name&name=40605181>

SKILLS

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

EXPERIENCE

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

QUALIFICATION
Place Of Study
Date From & To
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COVERING LETTER

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Kind Regards

Template 7

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Executive Resume Profile

Name & Surname



Sales Manager



CONTACT

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

SKILLS

- Creativity
- Organizational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
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EDUCATION

QUALIFICATION
Place Of Study
Date From & To

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Template 8

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Executive Resume Profile

Name & Surname



Sales Manager



CONTACT

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SKILLS

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Executive Resume Profile

Name & Surname



Sales Director

**CONTACT**

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/hm-ed@name-46665181>

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 to 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
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

**COVERING LETTER**

Date

To: Peter 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 this 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 10


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/hm-ed@name-46665181>

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 to 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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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

**COVERING LETTER**

Date

To: Peter 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.

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


Kind Regards

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/your-username-4567891>

SKILLS

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

What makes you the right candidate? Briefly sell yourself with your attitudes 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
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 attitudes and what you can take from past employers. You can talk about your punctuality, work ethics and dedication to your job. Be sure 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 relate directly back to the advertised job description.

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

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


Kind Regards,

Template 12

2 Page Resume & Cover Page & 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/your-username-4567891>

SKILLS

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

What makes you the right candidate? Briefly sell yourself with your attitudes 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
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 attitudes and what you can take from past employers. You can talk about your punctuality, work ethics and dedication to your job. Be sure 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

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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 13

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SCOTT FREEMAN

PROFESSIONAL BUSINESS CONSULTING

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

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

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- Numbers prove your achievements instead of just saying them.

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

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

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

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

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 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.

WORK EXPERIENCE

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

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- Numbers prove your achievements instead of just saying them.

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

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

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
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
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Workplace Name & Details
Date From & To Current
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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

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



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

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
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.

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

REFERENCES

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

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

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Workplace Name & Details
Date From & To
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Workplace Name & Details
Date From & To
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.

REFERENCES

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

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 17

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
- Passion For My Job
- Hard Working
- Positive Attitude
- Responsible & Reliable

PROFESSIONAL PROFILE

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

WORK EXPERIENCE

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

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

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant.
- You can include numbers and figures to show your performance. Numbers prove your achievements instead of just stating them. Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

NS

EDUCATION

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

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...

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
Scott Freeman

Phone
Email

Template 18

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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

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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

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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

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 sell yourself with your attributes and achievements. Summarize overall and past experience and how it has led you to where you are now. A brief overview of your education and qualifications to give a great way to get you out 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.

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
• Microsoft
• MS Word
• 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
• General Management
• Graphic Designing
• Implementation Management
• International Skills
• Leadership Skills
• Operational Management
• Problem Solving
• Process Improvement
• Quality Management
• Relationship Building
• Risk Management
• Staff Development
• Staff Management
• Strategic Planning
• Technology Management
• Time Management
• Training and Facilitating 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

Enter Person's Name of Company Name

ENTER POSITION BEING APPLIED FOR...

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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



CAREER BACKGROUND
What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarize overall and past experience and how it has led you to where you are now. A brief overview of your education and qualifications to give a great way to get you out 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.

WORK EXPERIENCE
ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To
You can list any achievements and academic scores that stand out.

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
• Flexible Attitude

SKILLS
• Creativity
• Organizational Skills
• Project Management
• Computer Aided Design
• Adapting Skills

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
• Continuous Improvement
• Customer Service
• Data Analysis
• General Management
• Implementation Management
• International Skills
• Leadership Skills
• Operational Management
• Problem Solving
• Process Improvement
• Quality Management
• Relationship Building
• Risk Management
• Staff Development
• Staff Management
• Strategic Planning
• Time Management
• Troubleshooting

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

CHRISTEL BARNARD
Professional Cover Letter

Date

Enter Person's Name of Company Name

ENTER POSITION BEING APPLIED FOR...

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Email: cbarnard1234@gmail.com

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