



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.

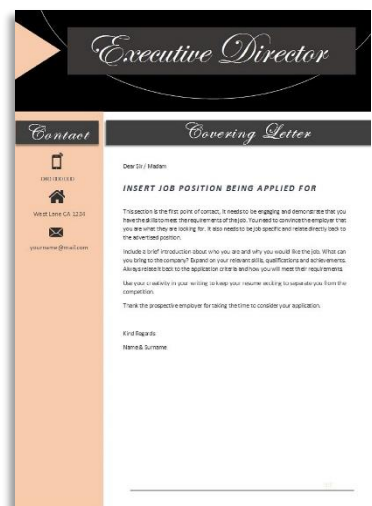
Job Search Assistance:

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

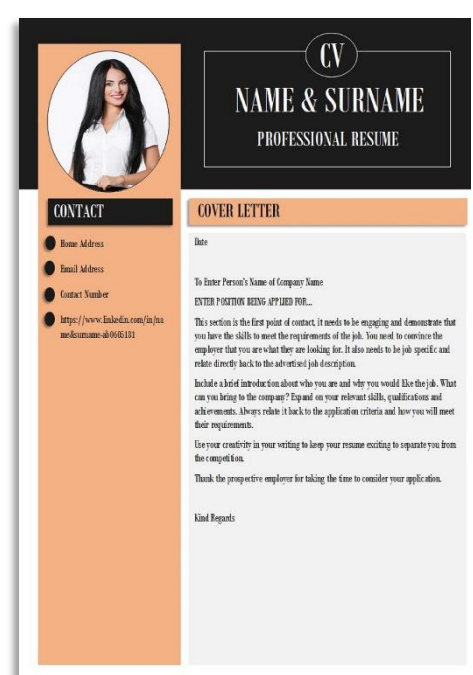
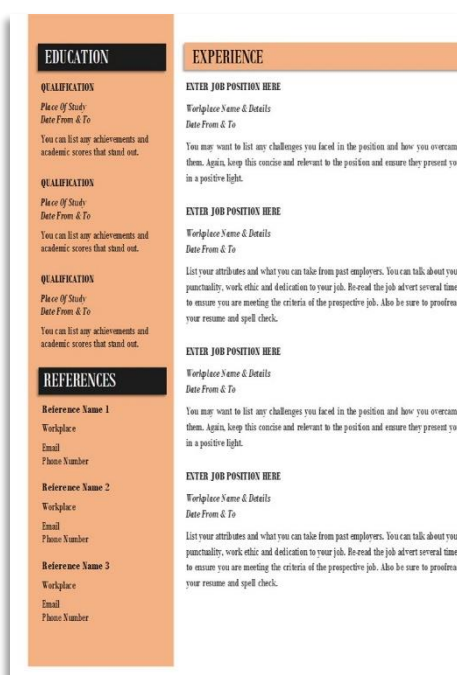
Season 4 - Template 1

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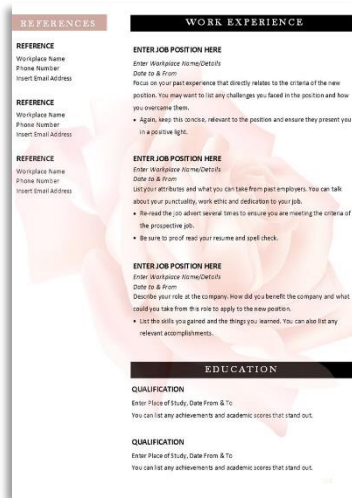
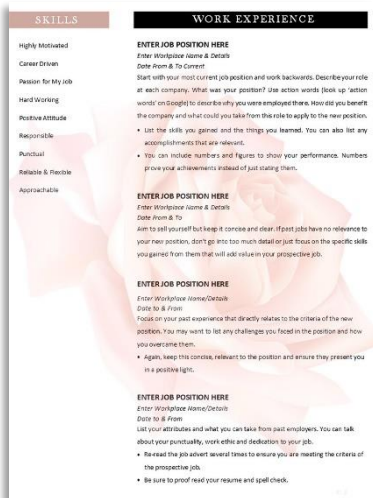
Template 2

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



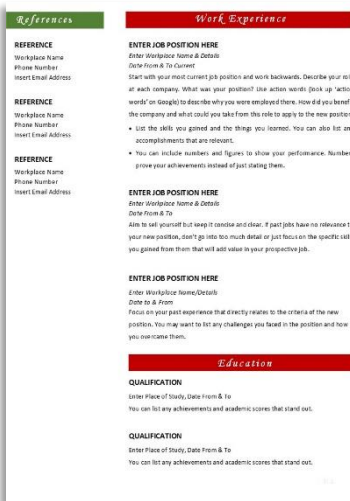
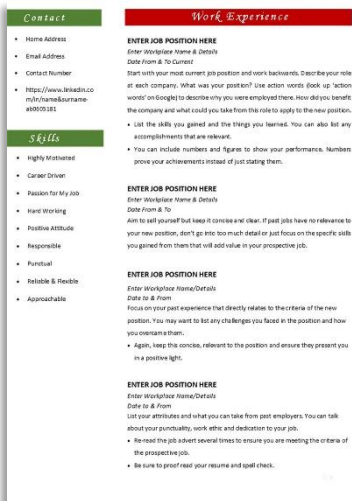
Template 3

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



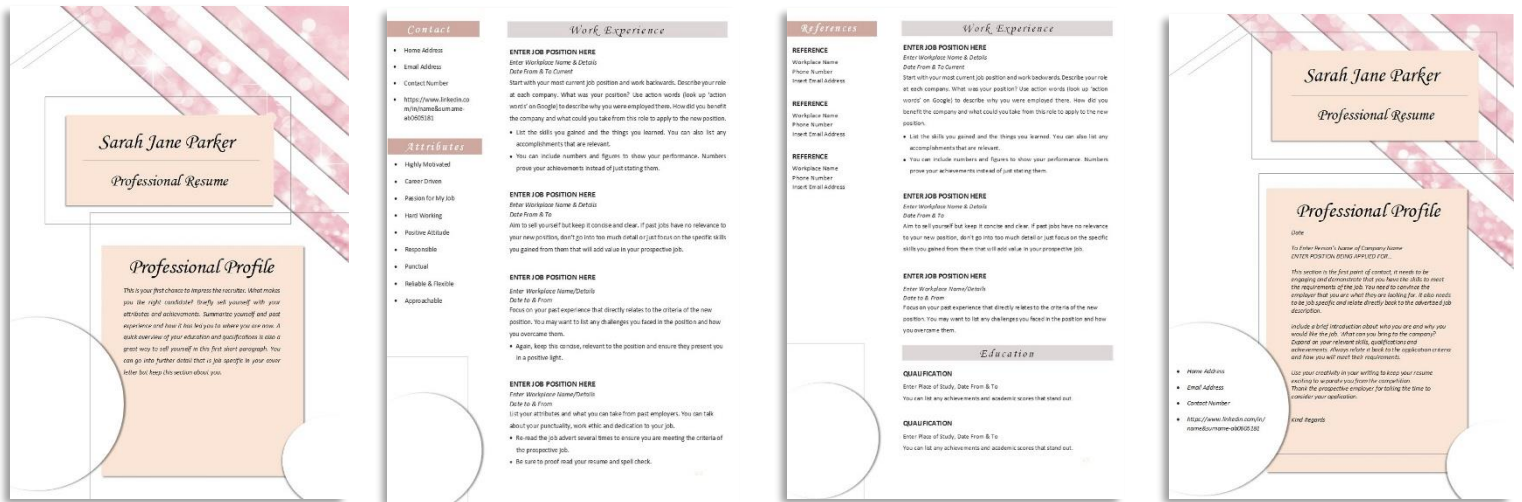
Template 4

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



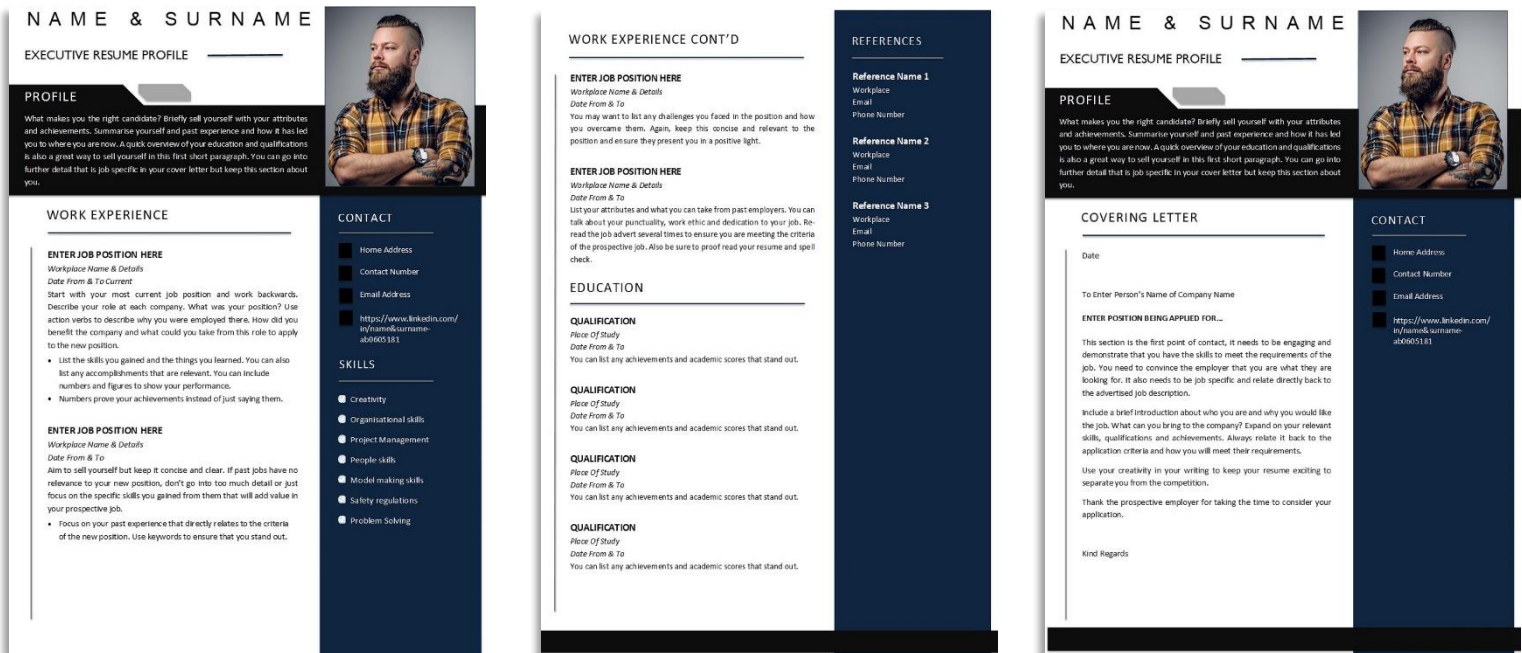
Template 5

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Template 6

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Template 7

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

Resume Content:

- Contact:** Contact Number, Home Address, Email Address
- Attributes:** High School, Career Driven, Hard Working, Proactive Attitude, Responsible, Punctual, Reliable & Flexible
- Work Experience:** Three job positions with details on workplace name, dates, and descriptions of roles and achievements.
- Education:** Workplace Name, Dates, and details on qualifications and academic scores.
- References:** Three references with workplace names, dates, phone numbers, and email addresses.

Covering Letter Content:

- Contact:** Contact Number, Home Address, Email Address
- Dear Sir / Madam:** Opening salutation.
- INSERT JOB POSITION BEING APPLIED FOR:** Section for job title and company name.
- Body:** Introduction and main text of the cover letter.
- Kind Regards:** Closing salutation.

Template 8

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Resume Content:

- PROFESSIONAL PROFILE:** Summary of skills and experience.
- CONTACT:** West Lane, CA 1234, 080 000 0000, steph@parker.com
- EXPERTISE:** Business Consulting, Sales & Marketing, Negotiations Skills, Excellent Communication, Interpersonal Skills, Business Development, Contract Management, Customer Service, Continuous Improvement
- WORK EXPERIENCE:** Job position details for Steph Parker.
- REFERENCES:** Three references with workplace names, dates, phone numbers, and email addresses.
- WORK EXPERIENCE CONT'D:** Continuation of job position details.
- EDUCATION:** Workplace Name, Dates, and details on qualifications and academic scores.

Covering Letter Content:

- COVER LETTER:** Title of the cover letter.
- Date:** Field for the date.
- To Enter Person's Name of Company Name:** Field for the recipient's name.
- ENTER POSITION BEING APPLIED FOR...:** Section for job title and company name.
- Body:** Introduction and main text of the cover letter.
- Kind Regards:** Closing salutation.

Template 9

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SP

Steph Parker

CONTACT

West Lane, CA 1234
080 000 0000
steph@parker.com

EXPERTISE

Business Consulting
Sales & Marketing
Negotiations Skills
Excellent Communication
Interpersonal Skills
Business Development
Contract Management
Customer Service
Continuous Improvement

PROFESSIONAL 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 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 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.

SP

Steph Parker

CONTACT

West Lane, CA 1234
080 000 0000
steph@parker.com

PROFESSIONAL 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
Steph Parker

Template 10

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

STEVE JWW

WEB DEVELOPER

080 000 0000
West Lane CA 1234
www@jww.com

PROFESSIONAL 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 this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

EXPERTISE

JAVASCRIPT
PYTHON
C#
HTML/CSS

SKILLS

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

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Workplace Name & Details
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.

STEVE JWW

WEB DEVELOPER

REFERENCES

REFERENCE NAME
Workplace
Phone Number
Email Address

REFERENCE NAME
Workplace
Phone Number
Email Address

REFERENCE NAME
Workplace
Phone Number
Email Address

STEVE JWW

WEB DEVELOPER

Date / Month

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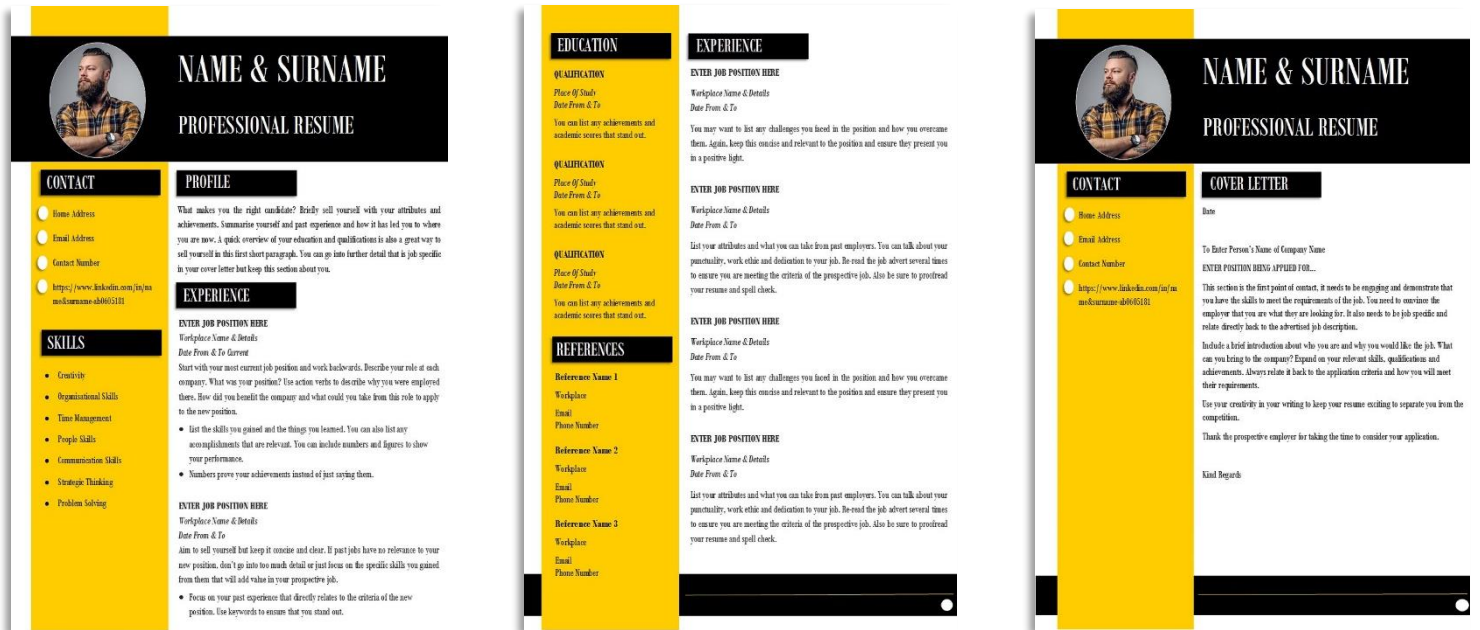
Use your creativity in your writing to keep your resume exciting to separate you from the competition.

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

Kind Regards
Steve JWW
Phone: 080 000 0000
Email: www@jww.com

Template 11

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Template 12

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



Template 13

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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.

PERSONAL

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

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

EXPERIENCE

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

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Workplace Name & Details
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.

NAME & SURNAME
EXECUTIVE RESUME PROFILE

PERSONAL

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

COVERING LETTER

Dear Sir / Madam

INSERT JOB 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

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Name & Surname
Professional Resume Profile **NS**

CAREER BACKGROUND

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

WORK EXPERIENCE

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

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

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

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

EDUCATION

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

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

CONTACT DETAILS

- Cape Town, South Africa
- 082 000 0000
- Name1234@gmail.com

SKILLS

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

REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Name & Surname
Professional Resume Profile **NS**

COVER LETTER

Dear Sir / Madam

INSERT JOB POSITION BEING APPLIED FOR

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

Kind Regards

CONTACT DETAILS

- Cape Town, South Africa
- 082 000 0000
- Name1234@gmail.com

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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.

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

SKILLS

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

EXPERIENCE

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

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EDUCATION

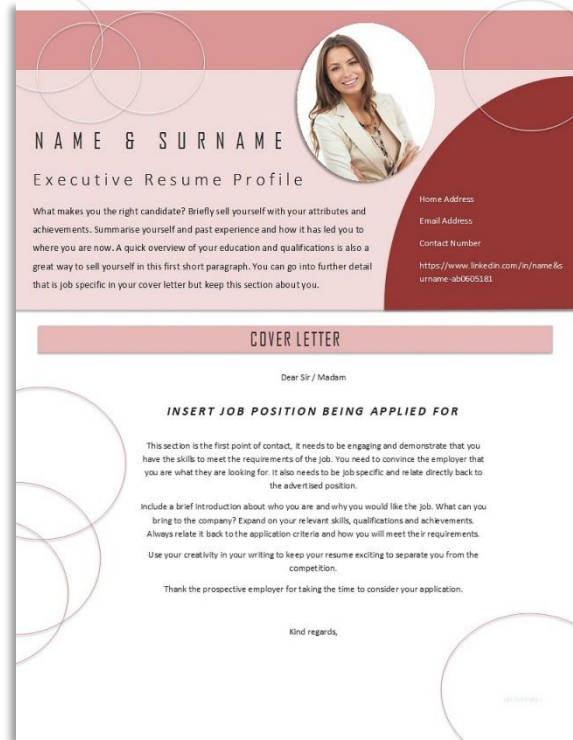
QUALIFICATION
Place Of Study
Date From & To
You can list any achievements and academic scores that stand out.

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

REFERENCES

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

CVB



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.

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

COVER LETTER

Dear Sir / Madam

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

Kind regards,

CVB

Template 16

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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.

PERSONAL

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

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

EDUCATION

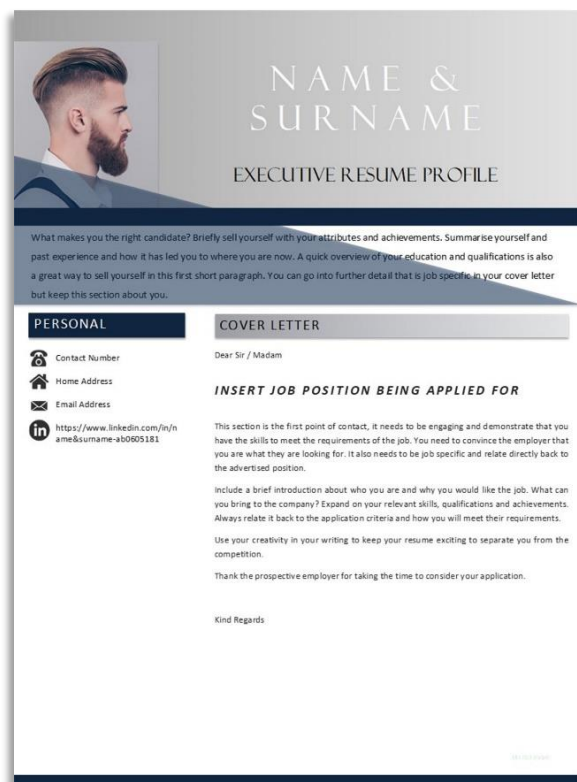
QUALIFICATION
Place Of Study
Date From & To
You can list any achievements and academic scores that stand out.

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

REFERENCES

Reference Name 1	Reference Name 2
Workplace	Workplace
Email	Email
Phone Number	Phone Number

CVB



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.

PERSONAL

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

COVER LETTER

Dear Sir / Madam

INSERT JOB POSITION BEING APPLIED FOR

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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

CVB

