



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 5 - Template 1

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



NAME & SURNAME

PROFESSIONAL RESUME

CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/maekuramane-ab065181>

SKILLS

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

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.

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

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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.

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

Marie Summers

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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NAME & SURNAME

PROFESSIONAL RESUME

CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/maekuramane-ab065181>

COVER LETTER

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

Template 2

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

NAME & SURNAME

PROFESSIONAL RESUME

CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/maekuramane-ab065181>

SKILLS

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

PROFILE

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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

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QUALIFICATION
Place Of Study
Date From & To

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REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

Marie Summers

EXPERIENCE

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Date From & To

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- Email Address
- Contact Number
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COVER LETTER

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Kind Regards

Template 3

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



CV

NAME & SURNAME

PROFESSIONAL RESUME

CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/name&surname-06065181>

SKILLS

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

PROFILE

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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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EDUCATION

QUALIFICATION
Place Of Study
Date From & To

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

QUALIFICATION
Place Of Study
Date From & To

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QUALIFICATION
Place Of Study
Date From & To

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EXPERIENCE

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Workplace Name & Details
Date From & To

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REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

Name Surname



CV

NAME & SURNAME

PROFESSIONAL RESUME

CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/name&surname-06065181>

COVER LETTER

Date

To Enter Person's Name of Company Name

ENTER POSITION BEING APPLIED FOR...

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Kind Regards

Name Surname

Template 4

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



Name Surname

Fashion Designer

- Contact Number
- Email Address
- Phone Address

Skills

- Time Management
- Strong Eye For Detail
- Creativity
- Knowledge of Fabrics
- Technical Skills including Pattern Paper Cutting & Sewing
- Drawing Skills
- Computer Design Packages

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.

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

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Workplace Name & Details
Date From & To Current

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Date From & To

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References

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

Work Experience Cont'd

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

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f Fashion Central | @fashioncentral | #fashioncentral



Name Surname

Fashion Designer

- Contact Number
- Email Address
- Phone Address

Cover Letter

Date

To Enter Person's Name of Company Name

ENTER POSITION BEING APPLIED FOR...

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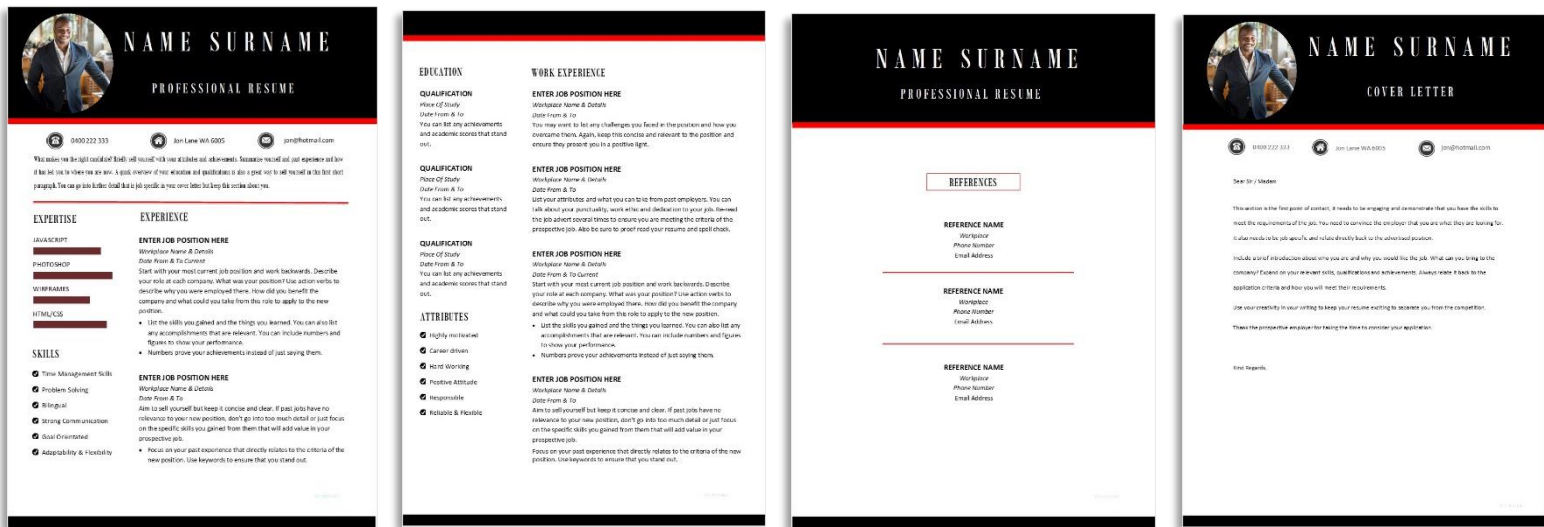
Kind Regards

Name Surname

f Fashion Central | @fashioncentral | #fashioncentral

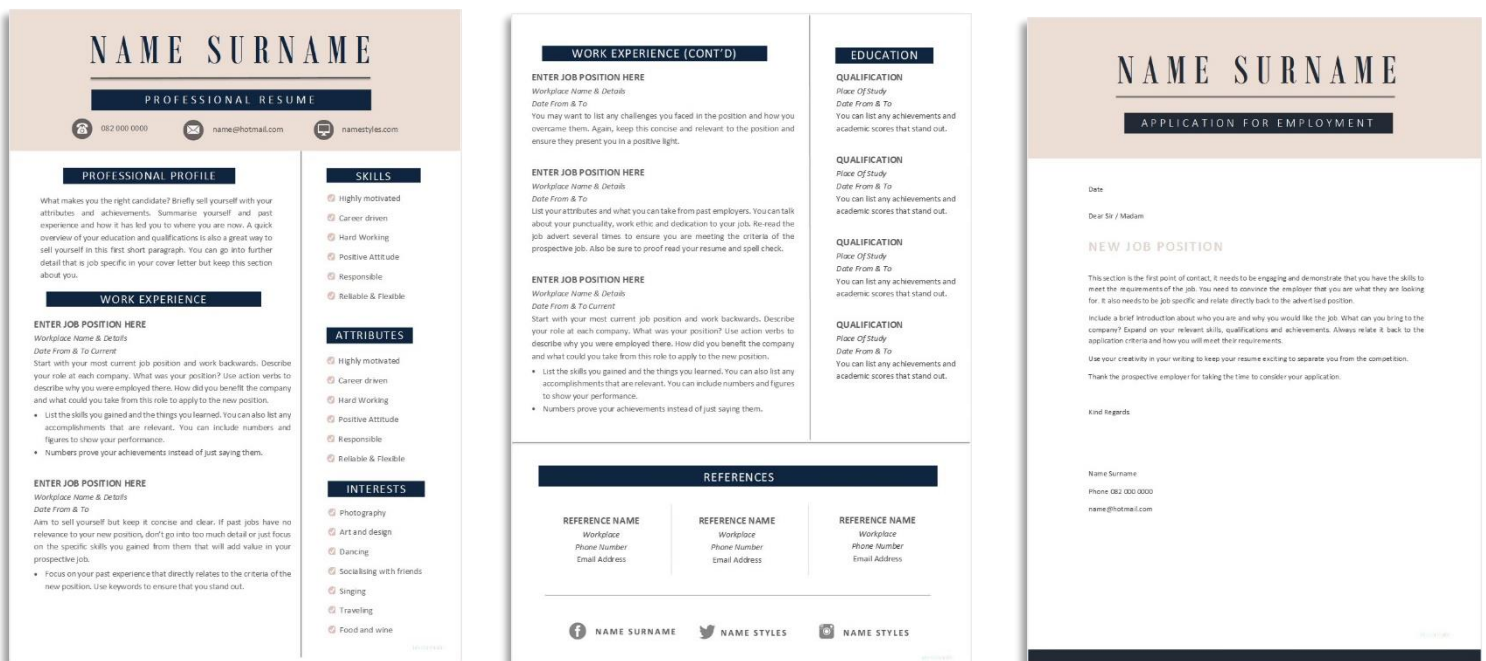
Template 5

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



Template 6

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



Template 7


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

Name Surname

Professional Resume

PROFESSIONAL PROFILE

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CONTACT

- South Africa
- 082 000 0000
- name@hotmail.com
- business.com
- Name@Surname
- Name@Surname

SKILLS

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

WORK EXPERIENCE

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

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WORK EXPERIENCE CONT'D

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Workplace Name & Details
Date From & To

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EDUCATION

QUALIFICATION

Place Of Study
Date From & To

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

QUALIFICATION

Place Of Study
Date From & To

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

REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

Name Surname

Professional Resume

COVER 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,

Name Surname
082 000 0000
name@hotmail.com

Template 8

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



Name Surname

GENERAL MANAGER

CONTACT

- South Africa
- 082 000 0000
- name@hotmail.com
- business.com
- Name@Surname
- Name@Surname

SKILLS

- Time Management
- Strong Eye For Detail
- Creativity
- Knowledge of Fabrics
- Drawing Skills
- Computer Design Packages

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

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Workplace Name & Details
Date From & To

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REFERENCES

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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

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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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QUALIFICATION


Place Of Study
Date From & To

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QUALIFICATION

Place Of Study
Date From & To

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



Name Surname

GENERAL MANAGER

CONTACT

- South Africa
- 082 000 0000
- name@hotmail.com
- business.com
- Name@Surname
- Name@Surname

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

Template 9

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



Name Surname

PROFESSIONAL RESUME

082 000 0000
name@hotmail.com
business.com
@namesurname

SKILLS

- Creativity
- Organisational skills
- Project Management
- Computer-aided design
- Model making skills
- Safety regulations

ATTRIBUTES

- Highly motivated
- Career driven
- Hard Working
- Positive Attitude
- Responsible
- Reliable & Flexible

PROFESSIONAL PROFILE

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WORK EXPERIENCE

ENTER JOB POSITION HERE
Workplace Name & Details
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Place Of Study
Date From & To
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REFERENCES

REFERENCE NAME
Workplace
Phone Number
Email Address

REFERENCE NAME
Workplace
Phone Number
Email Address



Name Surname

PROFESSIONAL RESUME

082 000 0000
name@hotmail.com
business.com
@namesurname

COVER LETTER

Dear Sir / Madam:

NEW JOB POSITION

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

Kind Regards

Name Surname

Template 10

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

Name Surname

Professional Resume

082 000 0000
name@hotmail.com
business.com
Namesurname

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.

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Workplace Name & Details
Date From & To
You can list any achievements and academic scores that stand out.

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

SKILLS

- Creativity
- Organisational skills
- Project Management
- People skills
- Model making skills

ATTRIBUTES

- Highly motivated
- Career driven
- Hard Working
- Positive Attitude
- Responsible
- Reliable & Flexible

INTERESTS

- Travel and adventure
- Fashion
- Photography
- Food and wine
- Sport

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.

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
Workplace
Phone Number
Email Address

REFERENCE NAME
Workplace
Phone Number
Email Address

REFERENCE NAME
Workplace
Phone Number
Email Address

Name Surname

Cover 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

Template 11

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Name & Surname
Marketing Manager

0900 222 333 | jpd@proton.com | Job title: MA 6002

EXPERTISE

- MARKETING
- PHOTOGRAPH
- VIDEOGRAPHY
- HTML/CSS

SKILLS

- Time Management Skills
- Problem Solving
- Organized
- Strong Communication
- Goal Oriented
- Adaptability & Flexibility

EXPERIENCE

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

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- Numbers prove your achievements instead of just saying them.

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

QUALIFICATION
Name of study
Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Name of study
Date From & To
You can list any achievements and academic scores that stand out.

ATTITUDES

- Highly motivated
- Career driven
- Hard Working
- Positive Attitude
- Responsible
- Flexible & Flexible

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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Workplace Name & Details
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- Numbers prove your achievements instead of just saying them.

Name & Surname
Marketing Manager

0900 222 333 | jpd@proton.com | Job title: MA 6002

REFERENCES

REFERENCE NAME
Workplace
Phone Number
Email Address

REFERENCE NAME
Workplace
Phone Number
Email Address

REFERENCE NAME
Workplace
Phone Number
Email Address

Name & Surname
Marketing Manager

0900 222 333 | jpd@proton.com | Job title: MA 6002

Cover Letter

Dear Mr/Ms/Ms/Ms,

NEW JOB POSITION

This section is the first part of your cover letter. It needs to be engaging and demonstrate how you have the skills to meet the requirements of the job. You need to sound like the candidate that you are who they are looking for. It needs to be short and to the point. Think of this as your elevator pitch.

Include a line or two about why you are an ideal candidate for the job. What are your strengths? How do you think you can add value to the company? Focus on your achievements. Always focus on the good and what you can do for the company.

Use your creativity to show how you are excited to apply for the position. Be professional.

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

Yours faithfully,

Template 12

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Name & Surname
Marketing Manager

0900 222 333 | jpd@proton.com | Job title: MA 6002

EXPERTISE

- MARKETING
- PHOTOGRAPH
- VIDEOGRAPHY
- HTML/CSS

SKILLS

- Time Management Skills
- Problem Solving
- Organized
- Strong Communication
- Goal Oriented
- Adaptability & Flexibility

EXPERIENCE

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

QUALIFICATION
Name of study
Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Name of study
Date From & To
You can list any achievements and academic scores that stand out.

ATTITUDES

- Highly motivated
- Career driven
- Hard Working
- Positive Attitude
- Responsible
- Flexible & Flexible

WORK EXPERIENCE

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To
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Workplace Name & Details
Date From & To
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Date From & To
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Name & Surname
Marketing Manager

0900 222 333 | jpd@proton.com | Job title: MA 6002

REFERENCES

REFERENCE NAME
Workplace
Phone Number
Email Address

REFERENCE NAME
Workplace
Phone Number
Email Address

REFERENCE NAME
Workplace
Phone Number
Email Address

Name & Surname
Marketing Manager

0900 222 333 | jpd@proton.com | Job title: MA 6002

Cover Letter

Dear Mr/Ms/Ms/Ms,

NEW JOB POSITION

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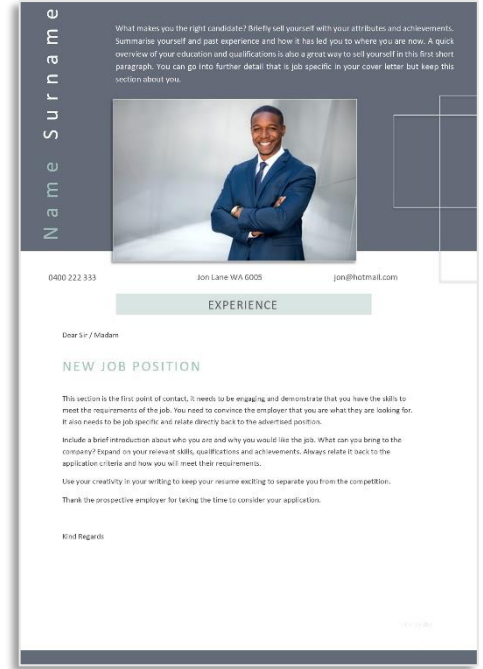
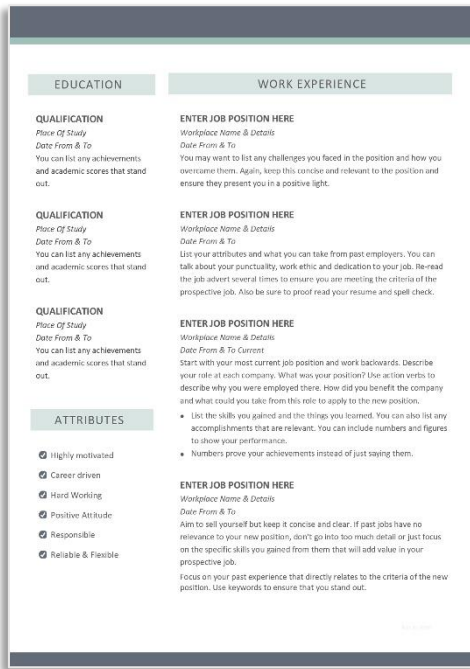
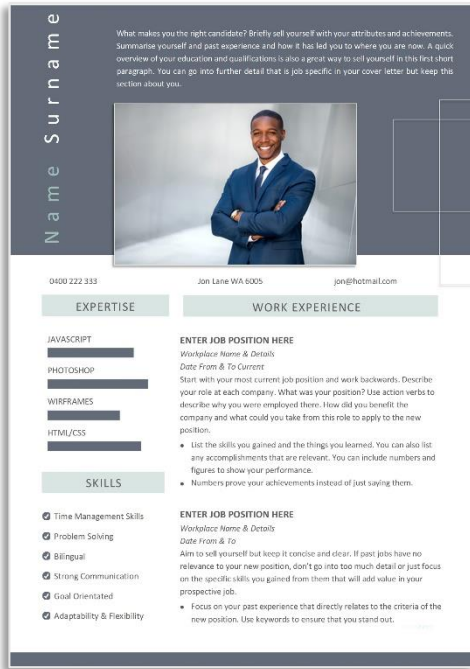
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Thank the prospective employer for taking the time to consider your application.

Yours faithfully,

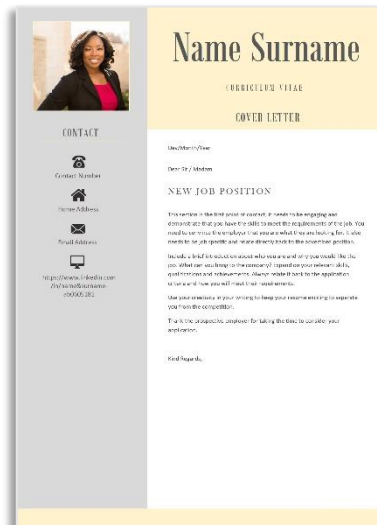
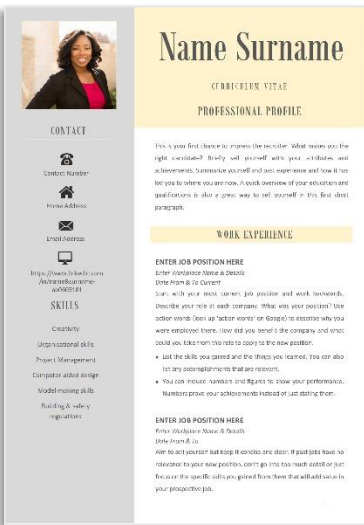
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3 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office




Template 15

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

Name Surname

FINANCIAL MANAGER



CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/na-me&surname=ab065181>

SKILLS

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

PROFESSIONAL PROFILE

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

WORK EXPERIENCE

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

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

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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.

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.

REFERENCES


Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

Name Surname

FINANCIAL MANAGER



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,

CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/na-me&surname=ab065181>

Template 16

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NAME & SURNAME

Home Address
Email Address
Contact Number
<https://www.linkedin.com/in/name&surname=ab065181>



PROFESSIONAL RESUME

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

EXPERIENCE

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

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

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

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

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

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

EDUCATION

QUALIFICATION
Place Of Study
Date From & To

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

QUALIFICATION
Place Of Study
Date From & To

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

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 proofread your resume and spell check.

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Date From & To

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NAME & SURNAME

Home Address
Email Address
Contact Number
<https://www.linkedin.com/in/name&surname=ab065181>



COVER 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,

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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.

Name
S u r n a m e

SALES MANAGER

CONTACT

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

SKILLS

- Time Management
- Strong Eye for Detail
- Creativity
- Knowledge of Fabrics
- Drawing Skills
- Computer Design Packages

WORK EXPERIENCE

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

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Workplace
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
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Workplace Name & Details
Date From & To
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EDUCATION

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

QUALIFICATION
Place Of Study
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COVER 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
S u r n a m e

SALES MANAGER

CONTACT

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

