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Cell:
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PROFESSIONAL PROFILE

A professional profile is an introductory paragraph at the beginning of your CV containing a short summary of your background and career Plans. It must be personalised to every job application in order to suit the position. Highlight who you are? What are your strengths relevant to the position? What are you interested in? What are your career goals?

Example:

I am a Sociology graduate from the University of Pretoria. I am an open-minded individual with a practical approach to problem solving. I am interested in enhancing my career by branching into public administration and my goal is to complete my Master's degree in Sociology.

EDUCATION

2017-2018: **Sociology Honours**, University of Pretoria

Majors:

2014-2017: **BA General**, University of Pretoria

Majors:

2009-2013: **National Senior Certificate**, ABC High school

Subjects:

NOTE:

Always start with the most recent information first E.g. first your postgraduate qualification, then your undergraduate qualification, and finally your high school certificate. Personalise this section by only adding the modules/majors/subjects that are beneficial for you being considered for the position. You do not need to list all modules from your first year or all of your high school subjects

WORK EXPERIENCE

2017- Current : **Sales Assistant**, Vodacom (part-time)

- Assisting customers
- Arranging stock

NOTE:

Again, start with the most recent job that you have held. Always make it clear if it was part-time work, permanent or voluntary.

List your duties in bullet points, avoid personal pronouns and paragraphs. Try utilising action words such as "I ensured that..." "I took responsibility of..."

ACHIEVEMENTS & LEADERSHIP

2015: **Golden Key Award**, Institution Name

- Top 15% of the Humanities faculty with an average of 80%

TRAINING

2014: **Short course in Project Management**, Institution Name

NOTE:

Training includes anything that you have done outside of your formal qualifications

SKILLS

Languages

English (fluent), Afrikaans (conversational)

Computer literacy

- Proficient in Microsoft skills including MS Word, Excel and PowerPoint

Research

- Quantitative and Qualitative research skills
- Data collection and data analysis experience

NOTE:

Remember to think outside the box and unpack the skills that you have learnt throughout your degree for example software's and programmes used as well as concepts that you have learnt e.g. brand management, MATLAB, PYTHON, Pastel, etc.

REFERENCES

Professor Wright

Senior Lecturer, University of Pretoria

Cell:

Email:

NOTE:

Please try by all means to make your references aware that you have listed them on your CV and ensure that your references are people who can vouch for your work ethic. Strive for a maximum of two references on your CV and withhold any others for a later stage.