

Your CV should make evidence easy to find.

Choose the structure that matches your experience, then replace every fictional detail with truthful evidence.

01 / Graduate	Lead with education, projects, volunteering and practical evidence.
02 / Experienced	Prioritise recent outcomes, progression and role-relevant evidence.
03 / Career change	Translate transferable work without pretending you have direct experience.
04 / Public service	Use a clear evidence-led CV alongside the current official Z83 when the advert requires it.

Before you edit

- Keep the strongest relevant evidence on page one.
- Tailor the profile and first bullets to each advert.
- Use numbers only when they are true and explainable.
- Delete every prompt and fictional detail before sending.

Nomvula Dlamini

Graduate Administrator / Johannesburg / 071 000 0000 / nomvula.example@email.com

Profile

Public Management graduate with practical experience coordinating records, schedules and community programme logistics. Confident using Word and Excel, following written procedures and communicating with stakeholders.

Relevant experience

Administration Volunteer / Ubuntu Youth Centre / 2025

- Captured and checked attendance records for more than 80 weekly programme participants.
- Prepared meeting packs, updated calendars and followed up recorded actions.
- Created a filing index that made programme forms easier for volunteers to locate.

Student Project Coordinator

- Coordinated venues, suppliers and attendee communication for three career events.
- Maintained a shared task tracker and flagged late items.

Education	Diploma in Public Management / University of Johannesburg / 2025
Core skills	Excel · Word · Records · Scheduling · Written communication
References	Available on request unless the advert asks for referee details.