

SA CV STUDIO / JOB APPLICATION TRACKER

Use the core columns for every application. Government fields are optional and grouped on the right.

[illegible]

SA CV STUDIO / START HERE

- 01 Enter the essentials** Organisation, role, source and application date.
- 02 Set the next action** Choose what you need to do and when.
- 03 Use status consistently** Planning, applied, shortlisted, interview, offer or closed.
- 04 Use government fields only when** Copy circular, department, reference, closing date and submission method exactly.
- 05 Review weekly** Filter overdue follow-ups and prepare upcoming interviews.