

Mini-Series: Own your CV

Episode 2

Name, Contacts, Profile ,Education



CAREERS SERVICE

OWN YOUR FUTURE

Sections of a
CV we will be
focusing on



Name and Contact Details



Personal Profile



Education and Training



NAME AND CONTACT DETAILS

Name and Contact Details



Do not include biographical information e.g. DOB, race, marital status etc.

State your name at the top

ROBERT CHEGE

Cell: 067 732 8091 **Email:** robertchege@gmail.com

LinkedIn: <http://linkedin.com/in/robert-chege-45119919b>

Include your cellphone number, email address and LinkedIn profile so employers can contact you



PERSONAL PROFILE

Personal Profile



summary of your experiences, involvement and achievements in 4 lines or less

LINDIWE NKOSI

084 237 1400 | **Email:** lindiwe.nkosi@gmail.com |

LinkedIn: <https://www.linkedin.com/in/lindiwe-nkosi-01807a6b/>

Profile

Graduate with Bachelor of Humanities, currently completing Honours in Psychology at UCT and looking for graduate role in consulting sector. Member of winning team in FLUX Business Game, 2018. Chairperson of UCT Rainbow Society. Vacation experience in marketing and customer service. Author of travel blog: <https://www.globalstudent.com/blog>

MATTHEW PIETERSEN

LINKEDIN

[HTTPS://WWW.LINKEDIN.COM/IN/REON-VAN-DER-MERWE-97103B107/](https://www.linkedin.com/in/reon-van-der-merwe-97103b107/)

CONTACT

086 531 9753

EMAIL

PTRMAT011@MYUCT.AC.ZA

PROFESSIONAL PROFILE

Masters in International Relations candidate at the University of Cape Town with a research interest in African Regionalism and Integration in the 21st century. Content facilitator and educator for youth-focused development spaces such the United Nations Association of South Africa Model UN Programme. Passion for creating networks and platforms that allow young people to flourish and grow into leaders and global citizens.

KHANYI MABENA

PROFILE

University of Cape Town Marine Biology Graduate. Co-founder of SavetheOceans.org, an online nonprofit platform for helping volunteers across Africa organise beach clean-ups, fundraising to remove plastic from the ocean and educating consumers to make more sustainable purchases regarding their seafood choices and plastics. Volunteer at the Two Oceans Aquarium



GABORONE, BOTSWANA



KHANYI.MABENA1996@GMAIL.COM



[HTTPS://WWW.LINKEDIN.COM/IN/KHANYI-MABENA-5B5932A6/](https://www.linkedin.com/in/khanyi-mabena-5b5932a6/)



072 234 2394



EDUCATION AND TRAINING



Reverse
chronological order



Be consistent!



Write out names in
full

EDUCATION

Bachelor of Arts in Theatre & Performance ◦ 2019 – Present ◦
University of Cape Town

Bachelor of Social Science ◦ 2015 – 2017 ◦ University of Cape Town

Majors: Psychology and Politics

National Senior Certificate ◦ 2014 ◦ Eunice High School for Girls

Examples

EDUCATION

2015-2019: **Bachelor of Science**, University of Cape Town (UCT)

- Dean's Merit List (2016,2017) – awarded in recognition of consistent academic excellence

2014: **National Senior Certificate**, Edenvale High School, Johannesburg

- Achieved 4 A's in Grade 12 for Mathematics, Physical Science, Biology and Afrikaans

EDUCATION

Postgraduate Diploma in Marketing Management | University of Cape Town, Cape Town

January 2020 – Present

Bachelor of Commerce | University of the Western Cape Town, Cape Town

January 2017 – November 2019

Brackenhurst High School

January 2016

Additional Training

- If you have completed additional training such as an online course, create a sub-section under your Education section
- Follow the same format you followed in the education section

Nirvana Pillay

JOHANNESBURG; Cell: 082 557 2319; Email: PLLNIR002@myuct.ac.za;
Linkedin: <https://www.linkedin.com/in/nirvana-pillay-54a641192/>

EDUCATION

January 2020 – Present	<i>Honours in Actuarial Science</i>	University of Cape Town
2017 – 2019	<i>Bachelor of Commerce in Actuarial Science</i>	University of Cape Town
2016	<i>National Senior Certificate</i>	Pinelands High School, Cape Town

ADDITIONAL TRAINING

June – July 2017	<i>MIT Data Analysis Online Short Course (8 weeks)</i>	Massachusetts Institute of Technology
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Service