

CV Checklist

Use this checklist before you send your CV for a job, internship, learnership or bursary.

A good CV is clear, honest and easy to read. It should normally be one or two pages.

CONTACT DETAILS

	My full name is easy to see.
	My mobile number and professional email address are correct.
	I have included my town or area, but not my full street address.
	My LinkedIn link is included only if my profile is complete and professional.

PROFILE & EDUCATION

	My short profile explains who I am, what I can offer and what opportunity I want.
	My latest qualification is listed first.
	I included the school or institution, qualification and completion year.
	I included useful subjects, courses or certificates.

SKILLS & EXPERIENCE

	My skills match the opportunity I am applying for.
	I used school projects, volunteering, community work or short work experience if I have not had a formal job.
	I explained what I did using action words such as helped, organised, created, checked or presented.
	Everything on my CV is true and I can explain it in an interview.
	My most recent job is listed first, including the dates I worked there.

FINAL CHECK

	My CV has no spelling mistakes.
	The font, headings, dates and spacing are consistent.
	I removed my ID number, bank details and other private information.
	I saved the file as a PDF with a clear name, for example: Lerato_Mokoena_CV.pdf.
	I changed my profile and skills slightly to suit the opportunity.

Do not include: a photo, ID number, bank details, religion, race, health information or marital status unless there is a lawful and clear reason to provide it.

LERATO MOKOENA

Soweto, Gauteng | 071 234 5678 | lerato.mokoena@email.com | linkedin.com/in/lerato-mokoena

PERSONAL PROFILE

Motivated and reliable Grade 12 graduate with good communication, teamwork and basic computer skills. I enjoy learning, helping people and completing tasks carefully. I am looking for an entry-level internship or learnership where I can gain experience and contribute to a professional team.

EDUCATION

National Senior Certificate | Thuto Secondary School, Soweto | Completed 2025

- Subjects: English, isiZulu, Mathematics Literacy, Business Studies, Life Sciences, Geography and Life Orientation.
- Achievement: Member of the school public-speaking team.

SHORT COURSES

Digital Skills for Work | Online learning programme | 2026

- Completed lessons in email, online safety, Microsoft Word, spreadsheets and online meetings.

SKILLS

Digital : Microsoft Word, basic Excel, email, Google Docs and online research

Work : Communication, teamwork, time management, attention to detail and problem-solving

Languages : English and isiZulu

ACHIEVEMENTS AND INTERESTS

- Certificate for reliable attendance in Grade 12.
- Interests: community projects, digital learning, netball and reading.

SCHOOL PROJECT

Team Leader - Small Business Project | Business Studies | 2025

- Worked with four classmates to develop a simple business idea and budget.
- Organised tasks and helped the team meet the deadline.
- Created presentation slides and presented the idea to the class.

WORK EXPERIENCE

Event Volunteer | Soweto Youth Centre | June 2025

- Welcomed visitors and helped them find the correct activity area.
- Registered attendees and checked that information was complete.
- Helped the team prepare the venue and pack materials after the event.

References available on request.

How to Use the Sample CV

The sample shows the structure of a good CV. Do not copy the fictional details.

What makes this CV strong

- The contact details are clear and professional.
- The profile says what the learner can offer and what opportunity they want.
- The latest education and useful subjects are easy to find.
- The learner uses school projects and volunteering as evidence of skills.
- The bullet points start with action words and explain what the learner did.
- The CV is honest, relevant and easy to scan.

Before you send your CV

- Read the advert. Underline the skills, qualification and location required.
- Update your CV. Move the most relevant skills or experience higher on the page.
- Check the details. Ask someone you trust to check spelling and contact information.
- Save it correctly. Use PDF format and a filename that includes your name.
- Keep a copy. Save the CV and advert so you can prepare if you are invited to an interview.

Useful action words

Helped • Organised • Created • Checked • Presented • Assisted • Planned • Completed •
Researched • Supported

Remember: A CV helps you get an interview. It does not need to include everything you have ever done. Include the information that best shows why you may be suitable for the opportunity.