

YOUR NAME

Your Street address, city and zip code

Phone number | Email Address

Objective

I seek challenging opportunity where I can fully use my skills for the success of the company.

Work Experience

- **Name of Company** e.g May 2018 – June 2020
Position
 - Your duties here, see the example below;
 - Collecting and removing of waste papers
 - Emptying and clearing of dirt bins daily
 - Replace toilet papers and hand towels
 - Report broken cleaning machines and equipment.
- **Name of Company** e.g May 2018 – June 2020
Position
 - Your duties here, see the example below;
 - Filing documents, files and answering of telephone.
 - Check movement history of inpatient and outpatient.
 - Check bed availability by ward.

Education

- **Name of Secondary School** **Date**
Grade passed
Year
- **University or College**
Qualification
Year obtained

Skills

- Interpersonal skills, Communication skills, Computer skills, Batho pele principles

Personal Details

- Date of Birth : Date-Month-Year
- Marital Status : e.g. Single
- Nationality : Your Country
- Driver's license : Code 10

Reference

Contact Person : [Name of Manager]

Position : Manager

Company : Name of Company

Tel / Cell : 011 000 0000