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

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 **Date**