R | My Future-Ready Toolkit

Prepare for what comes next

You do not need work experience to start preparing. This guide helps you get organised for study, training and your first work opportunities.

My future-ready checklist

- I know which career or study options interest me.
- I know where to check entry requirements.
- I have a safe place to keep copies of important documents.
- I have a professional email address and a reliable contact number.
- I know how to check deadlines and submit applications.
- I have started a basic CV.

The first item I will work on:

Stay safe

Never pay someone who promises to guarantee a job, bursary or learnership. Verify opportunities with official providers.

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Build your first CV

A CV is a short introduction to your education, skills and experiences. School, volunteering, sport and community activities can count.

My CV information

Full name and professional contact details:

Education / current grade / subjects or qualifications:

Skills (for example: communication, teamwork, computer skills):

Activities, volunteering, achievements or responsibilities:

CV tip

Keep your CV clear and accurate. Avoid including your ID number, home address or other unnecessary sensitive information on a widely shared CV.

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A simple CV template

[YOUR NAME]

Phone: [number] Email: [professional email]

Short profile

I am a motivated learner / recent school leaver interested in [field]. I enjoy [strengths] and am looking for an opportunity to learn and contribute.

Education

[School / qualification] | [Year or expected completion]

Skills

[Skill 1] | [Skill 2] | [Skill 3]

Experience and activities

[Volunteering, school leadership, group project, sport or community role] - What I did and learned.

References

Available on request. Ask permission before sharing someone else's contact details.

Make it your own

Only include statements that are true. Save your CV as a PDF with a clear file name.

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Apply for study, funding or training

Before applying

- Check that the institution and qualification are legitimate.
- Read the entry requirements and closing date.
- Confirm which documents are required.
- Ask about tuition, transport and other costs.
- Look for official bursary and funding information.

My application tracker

Opportunity / institution:

Closing date / required documents:

Where I will submit / contact person:

Date submitted / follow-up date:

Where to explore

CareerXplora can help you investigate pathways. Check funding rules directly with NSFAS and institutions; requirements and deadlines can change.

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Write a short motivation

A motivation explains why you are interested and what you can contribute. Keep it truthful and specific.

My motivation starter

I am applying for [opportunity] because [reason]. I am interested in [field] and have developed [skills or strengths] through [school, home or community activity]. This opportunity would help me [goal].

My own motivation paragraph:

Before I send it

- Have I used the correct opportunity name?
- Have I explained my interest with a real example?
- Have I checked spelling and contact details?

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Prepare for an interview

Common interview questions

- Tell us about yourself.
- Why are you interested in this opportunity?
- Describe a time you solved a problem.
- How do you work with other people?
- What would you like to learn?

Use a simple example

Situation: What was happening? Task: What needed to be done? Action: What did you do? Result: What happened or what did you learn?

My example of teamwork or solving a problem:

Interview tip

Practise out loud with someone you trust. Listen carefully, answer honestly and ask one thoughtful question.

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Professional habits and next steps

Small habits that build trust

- Arrive on time or communicate early if delayed.
- Listen, ask questions and follow instructions.
- Treat people respectfully.
- Take responsibility and ask for feedback.
- Protect personal and confidential information.

My 14-day action plan

This week I will:

Next week I will:

Useful free starting points

Explore CareerXplora for career guidance, SA Youth for eligible work seekers, and official institution websites for study applications.