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Sample of cv for job application in south africa

Firstly, you will need a comprehensive Curriculum Vitae (CV) or resume. It's an essential tool that recruiters use to assess an individual's potential and suitability for a position. It is available in Word format, making it easy to edit, and can be converted into PDFs. This ensures your CV maintains its formatting across different devices, platforms, and when printed. Good luck with your job search! Necessary Documents for Job Application in South AfricaWhen applying for a job in South Africa, there are several essential documents that potential employers may require. For example, in fields such as engineering, medicine, or law, having a specific degree from a recognized institution is usually a prerequisite for employment. This will not only help you answer questions but will also show your genuine interest in the company. Understand the job description: Know what the role entails and be prepared to explain how your skills and experience align with the job requirements.Dress appropriately: In South Africa, business attire is generally expected for job interviews. Make sure to maintain a formal tone throughout the email and proofread it for any errors before sending. Template for Graduates and Entry Level Individuals 15. Template for Graduates and Entry Level Individuals 17. Below this, the main section of the CV is your work experience. Template for Graduates and Entry Level Individuals 26. I am writing to express my interest in the job vacancy advertised on your company's website. CV Templates for Banking Jobs A. CV Template for Aviation and Airline Jobs A. Attached to this email is my resume for your review and consideration. CV Template for Procurement, Store-Keeping and Supply Chain Jobs A. This Professional CV Template has 3 pages in word format with a layout for professionals and people with skills, experience and a strong work background. These may include problem-solving, emotional intelligence, strategic thinking, and effective communication abilities. During the interview, maintain eye contact, be confident, and ask insightful questions. It's your first opportunity to make a positive impression on potential employers. Below, we will provide a sample email to guide you in this process. Always proofread and review your CV before submitting it to potential employers. Download Here You may also look: 4 Yes Youth Programmes That Can Get You a Job #06 Basic CV Template South Africa If you're just looking for a foundational CV template to build upon, our Basic CV Template is a great starting point. As for incorporating a photo into your resume, it's not a common practice in South Africa. Template for Graduates and Entry Level Individuals 12. I look forward to the possibility of discussing this opportunity with you further. Template for Graduates and Entry Level Individuals 24. Firstly, it is essential to conduct thorough research on the job market within your area of expertise in South Africa. This will aid you in understanding the key elements to include in your resume and how to structure it effectively.Resume structure - CV structuur (Afrikaans), Izinhlelo ze-CV (Zulu)Resume formatting - CV indlela yokufaka (Afrikaans), Ukufometha i-CV (Zulu)Education - Onderwys (Afrikaans), Ukufunda (Zulu)Skills - Vaardighede (Afrikaans), Izikhungo (Zulu)Internship - Internskap (Afrikaans), Ukuthakasela (Zulu)Work experience - Werk ervarings (Afrikaans), Umsebenzi wezwi (Zulu)Contact Information - Kontaktingligting (Afrikaans), Ulwazi lokuxhumana (Zulu)References - Verwysings (Afrikaans), Izicelo (Zulu)Career Objective - Loopbaan doelwit (Afrikaans), Inhliso yemisebenzi (Zulu)Certifications - Sertifikasies (Afrikaans), Iziqukathi (Zulu)The above translations should provide a solid foundation for you to begin crafting your resume for the South African job market.Guidelines for Crafting a Structured, Well-Formatted Resume with Appropriate Photos for the South African MarketEmbarking on a career in South Africa poses exciting opportunities and challenges. Ensure your resume is written in professional English with correct grammar and spelling.Include a Personal Profile: A personal profile, summarising your skills, experiences, and career goals, is a common feature in South African resumes. Overview the annual budget process. CV Template for Pharmaceutical Jobs A. Employers appreciate applicants who are willing to learn and adapt. Remember, the most important thing is to show your willingness to learn and your enthusiasm for the job. A well-structured and professionally formatted resume should ideally speak for itself, without the need for a photograph.Besides the Resume Template for South Africa, we also offer other similar templates you might want to explore.Mastering the Key Elements of a South African Resume: Header, Experience, Education, and SkillsIn constructing a resume for the South African market, the header plays a crucial role as it must be clearly visible and contain all pertinent contact information. Template for Experienced Professionals and Graduates 22. Ensure to highlight these skills in your resume. This article was written and edited by a staff writer. Provide financial reports and annual audit. CV Templates for Transportation and Driving Jobs A. Download Here Free AI Email Generator Whether you are applying for a Learnership or Entry level job, use AI to craft perfect emails. However, a counterexample would be recent graduates or individuals applying for academic or research positions. It allows you to explain how your abilities and experiences align with the job's requirements and the company's goals. Save as PDF: Once you're satisfied with your CV, save it as a PDF to maintain the format. CV Templates for Real Estate Jobs A. CV Templates for HSE Jobs A. Employers prefer local candidates and this will help validate your local presence. Use Professional English: South Africa has 11 official languages, but English is the primary language used in the business environment. List your previous roles, responsibilities, achievements, and the duration for each job. South Africa has 11 official languages, but English is widely used in the business world. Download this Creative CV Template in word (.docx) for free. Crucial Role of Skills in Resumes for Navigating the South African Job MarketSkills are of utmost importance in a resume written for the South African market. If you possess any unique skills that are in high demand in South Africa, make sure to mention them.Provide Detailed Employment History: Your employment history should include the company name, your job title, and the duration of your employment. Please note that the requirements may vary depending on the employer or the type of job you are applying for. Template for Graduates and Entry Level Individuals 18. Secondly, you need to have a valid Identification Document (ID). The ability to communicate in multiple languages is also highly valued due to the linguistic diversity in South Africa. This not only shows your continued interest in the role, but also gives you the opportunity to address any issues that may have been unclear during the interview. Template for Experienced Professionals and Graduates 5. Template for Graduates and Entry Level Individuals 29. Template for Graduates and Entry Level Individuals 8. Arrange your experiences in chronological order: This gives a clear picture of your career progression to potential employers. CV Templates for Project Management Jobs A. A well-crafted email can make a lasting impression on your potential employer, increasing your chances of getting the job. The demand for technical skills, such as digital proficiency, data analysis, and specialized industry knowledge, has grown significantly due to the increasing adaptation of technology in various industries. Download Here #02 Professional CV Template South Africa: For seasoned professionals with an impressive career history, our Professional CV Template South Africa is the go-to option. It is essential to be specific and accurate, as South African employers often use this to gauge your level of experience and relevance to the job vacancy.Use a bulleted list for responsibilities: Break down your duties in each role into digestible points. Download Here #05 Simple CV Format Template South Africa Sometimes, simplicity is key. In this article, we'll walk you through the top free CV templates for South Africans, providing a brief description of each to help you choose the one that suits your needs best. Lastly, consider working with a recruitment agency that specializes in your field to gain access to exclusive job opportunities that may not be advertised publicly.Conduct market researchNetworkingUtilize recruitment agenciesOnce you have identified potential job opportunities in South Africa, the next step is to apply. Start by downloading the template today and take a step towards securing your next job! CV Template 1: CV Template 2: Please note: This free CV template is provided as is, without any warranties or guarantees. Select a CV design and layout that best showcases your qualities and reflects your personality.Choose from 4 templates and follow the simple, straightforward steps to creating your winning CV.Crafting a well-structured CV is crucial for job seekers in South Africa. This includes certificates, diplomas, degrees, and any other relevant qualifications you have obtained. CV Templates for Manufacturing Jobs A. Try it now! Generate Free Cover Letter #07 Creative CV Template South Africa For those in creative industries, showcasing your unique flair is crucial. It's to help job-seekers avoid this, that we have thus put together a collection of templates and examples of CVs for different fields - both for experienced professionals and graduates. CV Templates for Medical and Health Jobs A. Moreover, in South Africa, due to the high levels of unemployment, many companies get a large number of applications for job vacancies, making it crucial for applicants to have a strong academic background to stand out.In most cases, the education section should not necessarily be the first thing on a CV for the South African job market. Remember, the goal is to convince the employer that you are the best fit for the job. This shows your time management skills and respect for the interviewer's time.What NOT to do:Don't be late: Punctuality is highly valued in South Africa, so make sure you plan your route in advance to avoid being late.Don't speak negatively about your past employers or colleagues: This can give the impression that you are difficult to work with.Don't lie or exaggerate about your skills or experience: Honesty is crucial in establishing trust with your potential employer.Don't forget to follow up: Sending a thank you note after the interview shows your appreciation for the opportunity. For non-South Africans, this would entail a valid passport and a work permit or visa that allows you to work in the country. Subject: Application for Job Vacancy - (Your Name) Dear Hiring Manager, I trust this email finds you well. Similarly, your cover letter should be personalized for each application, highlighting your skills and experiences that make you suitable for the role. It's also important to tailor your email to the South African job market by demonstrating your understanding of the local industry and the specific needs of the job. While it's not strictly against the rules, it is generally not required unless specified in the job advertisement. Replace the placeholder text with your own information, taking care to ensure it's accurate and professionally presented. Education: List your academic qualifications in reverse chronological order. This shows enthusiasm and genuine interest in the job. A clean, professional template is best suited for the South African job market. Related Post Tags Top Post In the forthcoming sections of this article, we will delve into the details of crafting an impeccable CV specifically tailored for the South African job market. Furthermore, it might be beneficial to have your qualifications evaluated by the South African Qualifications Authority (SAQA) to ensure they are recognized locally. In this section, you can list software, tools, or programming languages you are proficient in. Thus, it is generally accepted to submit job applications in English, even if the position you are applying for is not in an English-speaking company. Template for Graduates and Entry Level Individuals 14. It should contain your personal details, education background, work experience, skills, and references. We have translated these terms into the languages officially recognised in South Africa including English, Afrikaans and Zulu, to name a few. If you are a foreign national applying for a job in South Africa, it's crucial to ensure that your immigration status allows you to work in the country. Provide financial support and advice to management. Template for Experienced Professionals and Graduates 16. In our societal parlance, we say the way you dress is the same way you would be addressed. Template for Experienced Professionals and Graduates 20. Template for Experienced Professionals and Graduates 11. Also, provide a brief description of your responsibilities and achievements in each role.Mention Volunteer Work: If you have done any volunteer work, particularly related to the job you're applying for, include this in your resume. How should I approach job applications in South Africa if I am a foreign national? Template for Graduates and Entry Level Individuals 19. It is important to note that in South Africa, it is common to include a photo on your CV, although it is not strictly required. In South Africa, just like anywhere else, it's crucial to make a good first impression and demonstrate your value to the potential employer. Template for Graduates and Entry Level Individuals 4. In these cases, the education section should come first as it is the most relevant aspect of your CVs, since they may lack extensive work experience. For South Africans, this would be your South African ID book or card. It enhances readability, allowing recruiters to quickly scan and understand your qualifications and experiences. This is highly valued in the South African job market. Include References: References are typically included in South African resumes. Template for Graduates and Entry Level Individuals 7. Whether you're just starting your career, a seasoned professional, graduate or a student, having a standout CV can significantly impact your job prospects. Template for Experienced Professionals and Graduates 28. Your CV is your dress that goes ahead of you even before you appear and this has determined how a lot of people have been addressed. A professional and well-structured resume is a testament to an applicant's attention to detail and organisational skills. Include this information in your CV or cover letter to reassure potential employers that you are legally permitted to work. Template for Experienced Professionals and Graduates 9. CV Template for Building and Construction Jobs A. Generate Email Now! #04 Medical Student CV Template This Student CV Template serves as an example for those who may be in the Medical Field and have just graduated. This document should include all relevant information about your education, work experience, skills, and references. This is particularly essential in South Africa, where the evolution of skills and responsibilities is highly regarded.Include contract dates: Precise dates of employment for each role are critical in the South African job market. Secondly, networking is a crucial aspect of job hunting in South Africa. CV Templates for Media and Branding Jobs A. Work Experience: This is the most important part of your CV. In some cases, a brief profile summarizing your skills and experiences can be helpful. Lastly, proof of residence may be necessary to confirm your address. Fortunately, we've got you covered with a range of free CV templates that cater to various needs and professions. Do not be afraid to provide comprehensive details about your skills and experiences. Enclosing a cover letter with your resume while applying for a job in South Africa is crucial because it provides the opportunity to elaborate on your skills and experiences in a more personal way. Template for Graduates and Entry Level Individuals 13. EDUCATION Master of Business Administration (MBA) University of Cape Town Graduate School of Business, Cape Town, South Africa, 2018 - 2020 Bachelor of Commerce (BCom) in Financial Accounting University of Johannesburg, Johannesburg, South Africa, 2014 - 2017 National Senior Certificate (Matric) Westville Boys High School, Durban, South Africa, 2009 - 2013 ADDITIONAL TRAINING Certified Financial Analyst (CFA) Level 1, Financial Sector Conduct Authority (FSCA), South Africa, 2021 Advanced Excel for Data Analysis, The Skills Development Network, South Africa, 2019 Please note: English is the primary language used in South African education and business sectors, hence the CV is written in English. A well-structured and formatted resume is vital in this process, as it creates a positive impression on potential employers. I am excited about the prospect of joining your team and contributing to your company's growth and success. Download Here You may also look: Top CV Formats and Structure Examples for South Africans 2025 The best CV layout for 2025 depends on your profession and personal preferences. This allows South African hiring managers to quickly scan your CV and grasp the scope of your experience.Provide a job description: Besides listing your responsibilities, offer a brief summary of each role. Let's explore some free CV templates tailored for South Africans:An entry-level CV template outlines your skills, accomplishments, and previous work experience at the beginning of your career. Download Here Free AI Cover Letter Generator Our tool allows you to generate unlimited cover letters for any job you are applying for. In a previous article, we wrote about reasons why job-seekers CVs are being dumped. CV Template for Catering and Confectionary Jobs A. For instance, if you are applying for a managerial position, employers would be more interested in your past leadership roles and accomplishments. Template for Graduates and Entry Level Individuals 2. This email should serve as a cover letter and include a brief introduction about yourself, the reason you're interested in the job, and how your skills and experiences make you a suitable candidate. CV Templates for Oil and Gas Jobs A. Additionally, showcasing a strong set of both hard and soft skills in your resume can make you more appealing to employers, and prove that you are adaptable, can work well within a diverse team, and are capable of contributing positively to the company's growth.South African recruiters are looking for a mix of both technical and soft skills. Using Careers Office Templates can ensure you get all the necessary sections added into your CV.Professional CV - TemplateDownloadWrite a winning Student and Graduate resume with this starter CV template. Build your CV with MyJobMag Free CV Builder 1. A well-written cover letter can help you stand out from other applicants, demonstrating your interest and effort in understanding the role and the company. This section is specifically significant in this market because South African employers value practical experience, often placing it on par with formal education. Including this section in your CV can demonstrate your linguistic ability and cultural awareness. P.S: Most of the Templates above are works from various online sources. Furthermore, it can set you apart from other candidates and show your willingness and ability to learn new languages, which are seen as a sign of adaptability.Secondly, including an 'IT Tools' section can be highly beneficial in the current digital era. However, South Africa has 11 official languages, and demonstrating proficiency in multiple languages could be beneficial depending on the job you're applying for. Template for Graduates and Entry Level Individuals 27. Dressing appropriately shows respect and professionalism.Practice answering common interview questions: This will help you feel more confident and articulate during the interview.Prepare your own questions: Asking thoughtful questions about the role or the company shows your interest and engagement in the process.Arrive early: Always plan to arrive at least 15 minutes early. It is not the property of MyJobMag.com, save the CV review services. Assisted with monthly closing processes and account reconciliations. Furthermore, the cover letter is a chance to showcase your communication skills and professional etiquette. Next, the profession and discipline should be stated, providing potential employers with an immediate understanding of the applicant's field of expertise. The next sections should outline your education and qualifications, as well as your work experience, starting with the most recent. Is there any specific language requirement for a CV in South Africa? Begin by stating your name and contact details. Adapt to Local Resume Standards: South African resumes (CVs) tend to be more detailed and longer than those from other countries, typically 2-3 pages long. CV Templates for Customer Care Jobs A. What specific format should I follow while writing a CV for a job in South Africa? We will also provide valuable tips on job hunting and application processes in South Africa. Template for Graduates and Entry Level Individuals 21. Using appropriate keywords increases the chance of your CV being shortlisted. Position: Senior Bookhouer Employer: Standard Bank, Johannesburg Date: January 2015 - December 2020 Handle all financial transactions, including bank statements and tax calculations. I believe that my professional experience and skills make me a suitable candidate for this position. CV Template for Hospitality, Hotel and Restaurants Jobs A. Read article > In the competitive job market of South Africa, having a well-crafted CV is essential to stand out. Here, we present a free professional CV template in Word format for South Africans, which can also be converted into PDFs. A professional CV should include: Personal Information: This includes your full name, contact details, and professional title. CV Template for Engineering and Technical Jobs A. Your resume should be tailored to meet the unique requirements of the South African job market. Early career professionals and recent graduates use this type of Curriculum Vitae (CV) when applying to entry-level jobs.Entry-Level-Jobs-CV-TemplateDownloadThe Entry Level CV Template includes a free editable Microsoft word version for preview, Download the editable version for Entry Level (.docx).A Professional CV Template includes a header with your contact information, followed by a CV objective or summary. For certain jobs, you might also be asked for a Police Clearance Certificate to confirm you have no criminal record. Attend industry events, join relevant professional groups, and leverage social networking sites like LinkedIn to connect with industry professionals. To succeed, you need to prepare ahead, research about the company, and anticipate questions likely to be asked. Your CV should be concise, accurate, and tailored to the job you're applying for. Start by preparing a well-structured, eye-catching resume that highlights your skills, experiences, and qualifications relevant to the job you are applying for. Internship-Learnership-CV-TemplateDownloadThe Student and Graduate CV Template includes a free editable Microsoft word version for preview, Download the editable version for Student and Graduate (.docx).Simple CV Format Templates have a lot in common. Highlight your skills and abilities that are relevant to the job.Write a Strong Cover Letter: A cover letter is your chance to persuade the employer that you are the right person for the job. You will need a valid work permit or visa. Use a professional font, maintain consistent formatting, and ensure adequate white space. Finally, prepare for the interview process by researching common interview questions, practicing your responses, and learning as much as you can about the company you are applying to.Tailor your CV and cover letterSubmit applications in English (widely accepted)Prepare for the interview processThe Importance of Professional Email Etiquette when Applying for Jobs in South AfricaTo apply for a job in South Africa, it is crucial to follow a professional approach. A graduate CV is a short document that introduces yourself, your education and employment history to date, as well as any other relevant skills or interests, to a potential employer. References: You can either provide references directly or mention that they are available upon request. It also shows potential employers that you are proactive and committed.Tailor Your CV: For each job you apply to, tailor your CV to match the job description. For South African job seekers, this process can be even more crucial given the unique work culture and standards of the nation. This document is your opportunity to introduce yourself and express why you believe you are the right candidate for the job. Following this, the phone number should be listed, providing a direct line of communication for any prospective employer. Whether it's Microsoft Office, Adobe Creative Suite, or Python programming, make sure to mention it. Here are some tips on what to do and what not to do when preparing for a job interview in South Africa.What to do:Research the company: Understand the company's culture, values, mission, and recent news. Highlight skills and experiences that are most relevant to the job description. CV Templates for Insurance Jobs A. In South Africa, a CV typically starts with your personal details, including your name, date of birth, contact information, and a personal statement. Kind Regards, [Your Name] [Your Contact Information] Finding Entry-Level Jobs in South AfricaStart with Internships and Apprenticeships: If you lack work experience, consider applying for internships or apprenticeships. It is important to note that in South Africa, CVs can be written in any of the 11 official languages, depending on the language proficiency of the job applicant and the preferences of the potential employer.When looking for job opportunities in South Africa, there are several strategies that you can implement to make your job search more successful. It's an excellent choice for those who prefer a minimalist approach. Customize the Template: Open the template in Microsoft Word or any other Word processor that supports the .doc or .docx format. Attend job fairs, business events, seminars, or join online groups to make new contacts. Tailoring your CV to suit each specific job application will also increase your chances of success. Our free professional CV templates are designed to appeal to employers in a variety of industries. Template for Graduates and Entry Level Individuals 10. CV Templates for Human Resources Jobs A. Our Creative CV Template allows you to do just that. With its creative design and customizable elements, it's perfect for artists, designers, and innovators. Similarly to job hunting, applying for jobs in South Africa requires a strategic approach. Even though it only has 1 page, it is still a good start for creative people who may be in graphic design, web development, design or UX. As for the stylistic settings of a resume for the South African job market, consider the following:The choice of template, font, and colours should be dictated by the intended impression. CV Templates for ICT Jobs A. Van Der Merwe, Johannes Plumber and Pipe Fitting Address: 234 Main Street, Cape Town, 8001 Phone: +27 123 456 7890 E-mail: johannesvdm@gmail.com Highlighting Experience: The Key to Success in South Africa's Job MarketThe experience section of a CV is crucial in the South African job market as it provides potential employers with a comprehensive overview of your work history and abilities. Job Winning CV Templates for South Africans #01 Entry Level CV Template Are you just starting your career journey? People have rightly predicted you get certain job merely by their CV. However, clean and organized layouts are generally well-received. This is because it conveys a sense of professionalism and seriousness: traits that are highly valued in the workplace. Free Professional CV Templates for South Africans Job Seekers: In today's highly competitive job market, a well-constructed CV can be a game-changer. If you have a degree or diploma, mention the institution, course name, and year of completion. Whether you're an entry-level applicant, a seasoned professional, or a student looking to kickstart your career, we have the perfect CV template for you. Job interviews are equally important in the job application process. If you are fluent in any of the other official languages, such as Afrikaans, Zulu, or Xhosa, consider including this information in your CV. One of the first steps is to create an impressive resume. Employers are seeking individuals who can bring a unique set of skills to their company to help it stand out and navigate the challenges of the South African economy. Although these positions may not pay as much as a full-time job, they offer valuable work experience and can often lead to full-time employment.Networking: Networking is a powerful tool that can help you land a job. Template for Experienced Professionals and Graduates Further Reading On CVs: Comprehensive Guide To Writing Winning CV and Resume Conclusion Decisions have been made to favour or discredit certain individuals based on the look and feel of their CVs. A great CV, well-tailored and structured (fonts, size, arrangement and lyrics) would clearly make recruiters to be biased towards such individuals. Even though it may not be if you want to get better jobs in South Africa, you need a proven list of CV Templates that are effective and practical, yet beginner friendly.That list is on this page.Try these CV Templates to become a better candidate and attract the opportunities you deserve.Grab the attention of hiring managers and show them why you're the right person for the job, with Careers Office's CV templates. This will give you an understanding of which sectors are currently hiring and the types of roles available. CV Templates for Travels and Tourism Jobs A. Template for Experienced Professionals and Graduates 3. Template for Experienced Professionals and Graduates 6. It is always best to check the specific requirements of the job advertisement or directly with the potential employer.Essential Resume Phrases for the South African Job Market and Their TranslationsIn this section, you will find a list of valuable terms related to creating a resume for the South African job market. It's more appropriate to start with a brief profile summary or career objective, followed by a section detailing your relevant work experience. Download the Template: Click the link below to download the free CV template in Word format. It should be updated and tailored to the specific job you are applying to. This has come to be true also in the Professional and Career world. It is only put together in an all-in-one article to help job-seekers here. You may also include sections for skills, references, and hobbies or interests. This gives further insight into your experience and abilities, which is highly valued in the South African job market where detailed context is pivotal. Use keywords: Incorporate terms and phrases that are relevant to the job you're applying for. Lastly, the e-mail address should be included in the header, delivering an alternative and often preferred method of communication, thus rounding off a comprehensive and informative resume header. CV Template for Security and Intelligence Jobs A. The objective of creating a well-crafted CV is to make a compelling first impression on potential employers, highlighting your skills, qualifications, and experience in a manner that aligns with the job requirements. Our Entry Level CV Template is designed to showcase your potential and skills, making a strong impression on potential employers. This provides context for your career progression and helps employers understand your stability and commitment levels.Clearly state your job title: Your title provides a snapshot of your role and responsibilities. Our Student CV Template is tailored to showcase your academic accomplishments and skills, giving you a competitive edge in the job market. This is a summary outlining your experience, skills and career ambitions. Template for Experienced Professionals and Graduates 23. The education section in a CV is crucial within the South African job market as it provides a comprehensive overview of the job applicant's academic qualifications. Soft skills, on the other hand, are equally crucial in the South African job market. Our Simple CV Format Template offers a straightforward, easy-to-read layout that focuses on your core skills and qualifications. They not only determine the competence of a job seeker in a specific field, but also reflect how well they can adapt to the South African workforce. Our free CV templates is customizable, allowing you to modify it according to your needs. If these are not in English, certified translations might be necessary. In some cases, the employer might require a cover letter. To create an effective header, one must start with the last name, followed by the first name, ensuring that these are clearly emphasized at the top of the page.

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