

# Learnership Application Pack

A practical toolkit for applying to learnerships in South Africa

Use this pack to organise your applications, prepare the right documents, and submit through official channels with proof of submission. Always follow the requirements in the specific advert, as employers and sectors differ.

## Quick start checklist (10 minutes)

- 1 Create one folder per application (One-Folder Method).
- 2 Update your CV to match the advert keywords (truthfully).
- 3 Write a short, specific motivation/cover letter.
- 4 Collect the requested documents and name files clearly.
- 5 Apply via the official channel and keep proof (email/confirmation/ref no.).

Tip: If you apply to multiple opportunities, tailoring beats volume. A focused, well-prepared application is more likely to be shortlisted than a generic one.

## The One-Folder Method

Create one folder per opportunity so each application is complete and easy to submit.

Folder name format	CompanyName_ProgrammeName_ClosingDate
Inside the folder	CV, cover letter/motivation, ID, Matric/academic record, certificates, and any other documents

## File naming that works

Clear file names help recruiters and prevent mix-ups when multiple candidates submit similar documents.

- CV\_FirstNameSurname\_2026.pdf
- CoverLetter\_FirstNameSurname\_Company.pdf
- ID\_FirstNameSurname.pdf
- Matric\_FirstNameSurname.pdf
- Certificates\_FirstNameSurname.pdf

Unless the advert requests DOCX, submit PDFs so your formatting stays consistent.

## Document checklist (tick before you submit)

- Updated CV (PDF)
- Cover letter/motivation (PDF)
- Certified copy of ID (if requested)

- Matric certificate or latest academic record (if requested)
- Relevant certificates (computer literacy, short courses, etc., if applicable)
- Proof of address (if requested)
- Disability documentation (only if requested and if you choose to disclose)

Certification note: Certified copies are usually done by a Commissioner of Oaths (often available at SAPS stations). Follow the advert's instructions on what must be certified.

## **Scan quality and file size**

- Use good lighting; ensure text is sharp and readable.
- Keep pages upright (no rotated scans).
- Combine related pages into one PDF where appropriate (e.g., Certificates.pdf).
- If a portal/email has size limits, compress carefully - do not reduce quality until text becomes unreadable.

## **How to verify a learnership listing**

- Search the employer name + "careers" and confirm the opportunity appears on an official page (or an official recruitment portal used by the employer).
- Check the domain carefully (look for misspellings or unusual extensions).
- Confirm closing dates and requirements from the official listing.
- Be cautious of requests for payment, "processing fees", or WhatsApp-only applications with no official company domain/email.

## Email application template (copy/paste)

Use this only when the advert says applications can be sent by email. If a portal link is provided, apply via the portal unless the advert instructs otherwise.

### Subject line options

- Application: [Programme Name] - [Your Name & Surname]
- [Company] Learnership Application - [Your Name & Surname]

### Email body

Dear Hiring Team,

Please find attached my application for the **[Programme Name]**. I have **[Matric / relevant qualification]** and a strong interest in **[field/role]**.

#### Attachments:

- CV
- Cover letter / motivation
- ID and supporting documents (as requested)

Thank you for your time and consideration.

Kind regards,

**[Your Name & Surname]**

[Phone number] | [Email]

## Follow-up message (after 7-10 working days)

Good day,

I hope you are well. I'm following up on my application for **[Programme Name]** submitted on **[date]**. Please let me know if any additional information is required.

Kind regards,

**[Your Name & Surname]**

## CV and cover letter essentials

**CV:** Keep it clear and easy to scan (often 1-2 pages). Mirror the advert keywords where they truthfully apply (e.g., customer service, admin, MS Excel). Put a short profile summary and key skills near the top. Use evidence (projects, leadership, volunteering) rather than vague claims.

**Cover letter:** State what you're applying for and where you found it. Show why you fit (2-3 relevant strengths + a real example). Add one employer-specific reason. Close with availability and a polite call to action.

## Interview prep (quick practice list)

- Tell me about yourself (30-45 seconds).
- Why this learnership / why this company?
- Your strengths with an example.
- A challenge you overcame and what you learned.

- How you stay organised, punctual, and reliable.

## **One-page print checklist**

Use this checklist before you click submit.

- I used the official application link/channel from the advert.
- My CV is updated and saved as PDF.
- My cover letter/motivation matches this specific programme.
- All required documents are included and readable.
- File names are clear and include my name.
- I kept proof of submission (confirmation/ref no./email screenshot).

Created for use with the Learnership Resources & Guidelines Hub. Update templates as needed to match each advert.