

THE STANDARD ASHESI CV TEMPLATE

Please Note:

- Set your font to 'Verdana.'
- All title headings (e.g. education, work experience...etc., should be in upper case and font size 8.5

Items (1) to (10) explained:

1. The recommended font size for your name is 14
2. Your address and contact information should be font size 8.5
3. Education, include your high school details **NOTE:**
 - **Include your high school information once it is referenced anywhere on your CV.**
 - **You can include at most 6 courses given that they are VERY RELEVANT to the position.**
4. Achievements and Awards: Include your Master Card Scholarship
5. Again be sure to list your work experience in reverse chronological order, most recent first followed by others in the past (Use the tab key for proper alignment)
6. Projects and research
7. Co-curricular activities: make sure you go further to explain and give details
8. Skills
9. References: make sure to inform your referee if you're going use them, otherwise using 'available upon request' gives you enough time to tell them or gives you time actually to find someone to be your referee.

(1) NAME

(2) Postal Address

Phone number (s) / Nationality

Email (s)

LinkedIn URL

(3) EDUCATION

Ashesi University College
BSc. Computer Science
Cumulative GPA: 3.75/4.00

Berekuso, Eastern Region
Expected Date of Graduation: July 2016

ABCD Senior High School
General Arts (*WASSCE)

Cantonments, Accra
Sept 2009 – July 2012

(4) ACHIEVEMENTS/AWARDS

The MasterCard Foundation Scholar Program, Ashesi University College
***Dean's List, Ashesi University College**

2012 – 2016
2012 – 2013

(5) WORK EXPERIENCE

ABC Children's Home – Cantonments, Accra
Marketing Intern

June 2013 – Present

- Supervise the planning of the Annual Company Street Festival
- Plan a charity event with the aim of raising \$3000 to help provide shelter for street children
- Update and manage the company's website (increased website traffic by 20%)

XYZ Foundation – Dzowulu, Accra
President

Dec 2012 – May 2013

- Managed club and presided over club activities and Editorial Meetings
- Organised seminars involving key figures to dialogue on the role of leadership in Africa
- Increased membership and developed club programs by 22% and 40% respectively

Crisps Radio – Abuja, Nigeria
Marketing Executive

June – Aug 2012

- Assisted the Marketing Manager to expand the market share of the company
- Wrote jingles, Live Presenter Mentions (LPMs) and promotional announcements
- Produced an elite talk show dubbed (Excellent Talk with Excellent Personalities)

(6) PROJECTS AND RESEARCH

Green Hills Consortium
Jambo – Team Member

Nov 2013 – Aug 2014

- Assisted a global team in designing and implementing a business model to provide digital access to 5.5 billion people living on less than \$10 per day using a model that offers free mobile phone service

(7) CO-CURRICULAR ACTIVITIES

Ashesi University College, Ashesi Robotics Experience
Mentor

Nov – Dec 2013

- Mentored 5 high school students for 1 week and helped them design a Robotic Tour Guide
- Supervised and evaluated group projects and weekly tasks

Ashesi University College, Berekuso Math Community Project
Tutor

Jan – Dec 2012

- Tutored students in Berekuso to help them improve upon their math skills
- Organised a weekly math quiz for the students and awarded the winning team with books and stationery

(8) SKILLS

- Advanced Proficiency in French
- Programming Languages (Proficient in Java, C++, SQL, HTML, CSS, PHP, and JavaScript)
- Graphic designing using software such as Indigo Studio, Balsamic, Pencil, Lumzy

(9) REFERENCES

Available upon request

*WASSCE – West African Senior School Certificate Examination

*Dean's List – Awarded to students with GPA of 3.5 and above