

# FIRSTNAME MIDDLENAME SURNAME

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- Please, use Times New Roman and a font of 12
- Please, you don't have to type your full home address. Please, just mention the state you live in Nigeria e.g. Lagos OR Lagos, Nigeria.
- Please, use a professional email account, preferably a Gmail account.
- When creating your email account, you can use your [firstnamesurname@gmail.com](mailto:firstname.lastname@gmail.com) e.g. [alabateminire@gmail.com](mailto:alabateminire@gmail.com)
- Please, you can add 1 or 2 working phone numbers. This is because companies/schools can reach you through your working phone number. *E.g. a friend forgot to attend his/her interview, and the company called him/her through his/her working phone number to remind him/her.*
- Please, you don't have to, but you can add your linkedin URL to your CV. However, its highly important that all your work experience on your CV is also on your LinkedIn page.

## OBJECTIVE SUMMARY

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A graduate in \_\_\_\_\_a\_\_\_\_\_ with strong \_\_\_\_b\_\_\_\_, \_\_\_\_c\_\_\_\_, and \_\_\_\_d\_\_\_\_ skills. My objective is to leverage these skills to excel in \_\_\_\_\_e\_\_\_\_\_ whilst expanding my knowledge in \_\_\_\_\_f\_\_\_\_\_

- a – mention your course of study in University
- b, c and d – mention 2/3 skills that the job description needs
- e – mention the kind of work environment you want to work in
- f – mention the field.
- Please, an objective summary is important because it shows you have a clear objective/goal you want to achieve as a worker.

## EDUCATION

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**UNIVERSITY OF LAGOS**, Lagos, Nigeria

BSc. \_\_\_\_\_g\_\_\_\_\_, Second Class Honours (Upper Division)

**Month 2021**

**4.10/5.00**

- Month – please mention the month and year the way you see it in your University Certificate e.g. Nov. 2021 OR Oct 2020
- g – mention your Course of Study e.g. Mass Communications, Philosophy, Yoruba Education, Mechanical Engineering.
- Please mention First Class OR Second Class Honours (Upper Division) OR Second Class Honours (Lower Division). Please, mention it the way you see it in your University Certificate.
- Please, you can add your graduating CGPA 4.10/5.00 or you can choose not to add it.

## WORK EXPERIENCE

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**Name of PPA**, Lagos, Nigeria

**Position:** \_\_\_\_\_h\_\_\_\_\_

**Mar. 2022 – Mar. 2023**

- Please, mention your NYSC experience clearly.
- State the name of your PPA.
- h – mention your position/role at your PPA.
- State how long you worked according to how it appears on your NYSC certificate e.g. Feb 2022 – Feb 2023 OR Mar. 2022 – Mar. 2023
- For ease, divide your NYSC period into:
  - Semesters: first and second semester – if you worked in a university or a college of technology.
  - Terms: first, second and third terms – if you worked in a nursery, primary or secondary school.

- List all the things you did during your NYSC period, beginning with action words e.g. Lectured, Conducted, Assisted, Prepared, Organized, Graded scripts, Kept records, Utilized, Calculated.
- Please, streamline your experience to max 6 bullet points. If your NYSC experience is more than 6 bullet points, type all of it down, say 10 bullet points. Select the most important 6 for your CV and type all the 10 on your LinkedIn page.

**NB:**

- It's very important you use wisdom to always cover spaces in your CV with something e.g. a Consulting job you did for someone. Imagine a job you did for 10 days e.g. from Jan 30 to Feb 8 can be a 2 months' experience on your CV as:

**k CONSULTANCY GROUP, LAGOS**

**Jan. 2022 – Feb. 2022**

**Position: Consulting Assistant**

- Provided consulting services for a project involving \_\_\_\_\_
  - Conducted an analysis of \_\_\_\_\_
  - Analysed \_\_\_\_\_ and evaluated its impact
  - Reviewed the operational principles of \_\_\_\_\_ and its potential challenges
  - Designed compelling presentation slides, tailored to specific needs and intended audience.
- k – give the consulting group a unique name you like. It can be anything but keep it professional.
  - Other action words are: Provided, Conducted, Analysed, Evaluated, Reviewed, Designed, tailored to specific needs, Created, Managed, Helped, Completed.

**NB:**

- It's very important you use wisdom to always cover spaces in your CV with something e.g. a Freelance job/skill you learnt in 2-3-4 months e.g. Web Design, Data Analysis.

**FREELANCING**

**Nov. 2021 – Dec. 2021**

**Position: Data Analyst**

- Please, mention any software you have used e.g. MS-Excel, Python.
- Please, state what you learnt

**RESEARCH EXPERIENCE**

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**UNDERGRADUATE THESIS (*University of Lagos*)**

**Jan. 2020 – Nov. 2021**

**Position: Undergraduate Research Assistant (\_\_\_\_\_i\_\_\_\_\_ Department)**

- Conducted research on the topic - "...."
- Please, do mention your research project title. Though, this is not compulsory.
  - Please, do state how long you were in final year e.g. Jan 2020 was when first semester started in the 2019/2020 session and it ended in Nov 2021 because that was what was written in our university certificate – this is for UNILAG.
  - Please, do mention some things you did during your research project.
  - i – please, do mention your full department e.g. Mass Communications, Philosophy.
  - List all the most important things you did during your research project, beginning with action words e.g. Conducted research, Reviewed, Developed, Incorporated.

**INDUSTRIAL TRAINING PROJECT**

**Sept. 2019-Jan. 2020**

**Position: Research Intern (\_\_\_\_\_j\_\_\_\_\_, Lagos)**

- j – please do mention where you carried out your IT (industrial training).

- Please, do state how long you worked e.g. 5 months (Sept 2019 – Jan 2020) or 6 months (July 2019 – Dec 2019).
- If you didn't do IT, but you did TP (teaching practice), kindly change IT to TP and state where you did your TP.
- You can state the departments and/or divisions you worked in the company/institute
- You can state the subjects and classes you taught if you did TP.
- Please, do list the most important things you did during your IT/TP beginning with action words e.g. Conducted research, Produced, Cultivated, Developed, Taught, Practiced, Incorporated, Designed.

## PROFESSIONAL AFFILIATIONS

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- For now, most of us might not have joined professional bodies, but you can just add your university faculty and/or departmental associations. (Please, this is for now), e.g.
  - University of Lagos Engineering Society, ULES
  - Nigerian Society of Chemical Engineers, NSChE, University of Lagos chapter
- Also, if you served in maybe an academic resource team (ART) of your departmental association as one that helped with tutorials, you can add it as a professional affiliation. (Please, this is for now), e.g.
  - Academic Resource Team, ART, NSChE, University of Lagos chapter

## LEADERSHIP AND VOLUNTEERING

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- Please, list as much experience you have in leadership.
- Please, list all the times you volunteered for something.
- E.g. of leadership - a time when you were class representative OR a time when you coordinated how people submitted NYSC monthly clearance letters OR a time you were the one in charge of a list of something, maybe contribution for something, all these are leadership.

**Position: Class 20 Representative (*Marine Sciences Department*)      Mar. 2018 – Jan 2020**

- Coordinated students' responsibilities such as payment of laboratory dues
- E.g. of volunteering - a job you did before you gained admission to university OR a job you did during university holidays OR private tutorials you did OR even assisting your parents in their work/shop is volunteering.

**Position: Mathematics Teacher (*XYZ International Secondary School, Lagos*)      2015**

- Taught and mentored over forty students in SS1 to improve in and love Mathematics

## TRAINING

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- Please, list all trainings/certifications you have done e.g. NYSC (you have a certificate), Jobberman (you have a certificate), online skills you did (you have a certificate). E.g.
- **National Youth Service Corps (NYSC) – Certificate of National Service      2023**

## AWARDS

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- Please, list all awards you have e.g. a competition you competed in (you have a certificate) e.g.
- **Runner up, xyz Quiz Competition, UNILAG      2019**
- Please, if you don't have any awards, its fine, don't lie. Please, just go to the next section.

## SKILLS

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- Please, list as many skills as possible but don't forget to include specific skills that the company advertised in the job advert/description. E.g.
- Strong problem-solving, innovation, and critical thinking skills.
- Resilient, fast learner, with good numerical skills and analytical thinking
- Exceptional written and verbal communication skills and excellent interpersonal skills

- Highly organized, detail-oriented, and capable of adapting quickly to changing priorities
- Results-driven mind-set, excellent team player, and can work under minimal supervision
- Creative and proficient in the usage of MS Office, MATLAB, and Microsoft Visio
- Data Analysis and Effective Time Management
- **Strength:** Leadership, Management and Motivational skills
- **Interest:** Entrepreneurship, Education and Research

## REFERENCES

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- Available on request
- Please, just use available on request.

## DONT'S for a CV

- Including a training/certification/award that you don't have the original certificate.
- Using the word etc.