Instructions for using this template

**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 in 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

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. Other 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 inform them or gives you time to actually find someone to be your referee.

(1)NAME

(2) Postal Address

Phone number (s) / Nationality

Email (s) / LinkedIn URL

(3) **EDUCATION**

**Ashesi University College Berekuso, Eastern Region**

**BSc. Computer Science Expected Date of Graduation: July 2016**

Cumulative GPA: 3.75/4.00

**ABCD Senior High School Cantonments, Accra**

\*General Arts (WASSCE) **Sept 2009 – July 2012**

(4) **ACHIEVEMENTS/AWARDS**

**The MasterCard Foundation Scholar Program Scholarship**, Ashesi University College **2012 – 2016**

**\*Dean’s List**, Ashesi University College **2012 - 2013**

(5) **WORK EXPERIENCE**

**ABC Children’s Home –** Cantonments, Accra **June 2013 – Present**

**Marketing Intern**

• Revamped the Annual Company Street Festival

• Jump-started a charity project and raised $3000 to help provide shelter for street children

• Updated the company’s website and increased website traffic by 20%

**XYZ Foundation –** Dzowulu, Accra **Dec 2012 – May 2013**

**President**

• Managed club and presided over club activities and Editorial Meetings

• Organized 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 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 Nov 2013 – Aug 2014**

**Jambo - Team Member**

 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 **Nov – Dec 2013**

**Mentor**

 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 **Jan – Dec 2012**

**Tutor**

 Tutored students in Berekuso to help them improve upon their math skills

 Organized a weekly math quiz for the students and awarded the winning team with books and stationary

(8) **SKILLS**

 Fluent in French and English

 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