

Get
that
Job

THE ANATOMY OF A CV
BLESSING ABENG

BY
BLESSING ABENG

HELLO.

Thank you for taking the time to read this book. To get the best out of this book, don't just read for the sake of reading. Knowledge yields the best results when it is implemented not when it is lying in your brain doing nothing.

This book has been put together based on invaluable experience as an employee and an employer and also based on feedback from hiring managers and employers. So, take it seriously. The knowledge here is worth way more than \$15. There is a price attached because, we value what we pay for.

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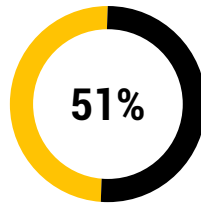
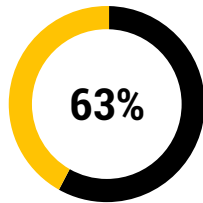
Nuggets From Hiring
Managers and CEOs



What you'll learn

- ÿ How to create your CV
- ÿ Dos and Don'ts when creating a CV
- ÿ What is important to your hiring manager
- ÿ How you can sell yourself through your CV
- ÿ Creative ways to represent key information
- ÿ How to grasp the attention of your hiring manager
- ÿ How to present your CV and get called for that interview.

The Struggle is Real



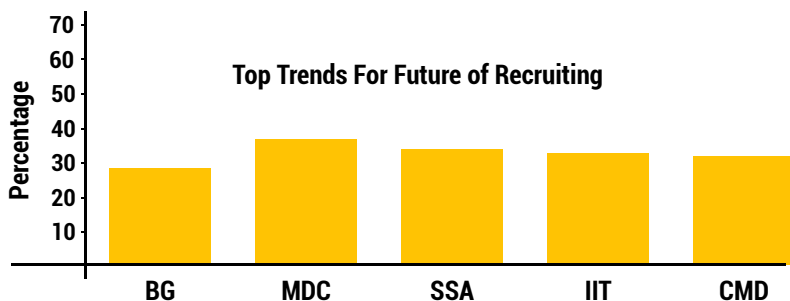
- Recruiters take an average of 6 seconds to scan a resume. (TheLadders)
- Job seekers will spend an average of 11 hours a week looking for work. (Careerbuilder)
- 63% of recruiters say talent shortage is their biggest problem. (2017 Recruiter Sentiment Study MRI Network)
- 51% of those who did have jobs were searching for new ones or watching for openings. (WorkplaceReport)

Recruiting Statistics

RECRUITERS CHALLENGES

63% are not suitable candidates. 42% do not respond to call & mails. 34% of recruiters find it difficult to get passive talent. 23% of resumes are unqualified junk resumes from job board. In 2016, 56% of recruiters said they can't make good hires because of lengthy hiring procedures. (2016 Recruiter & Employer Sentiment Survey MRI Network)

On average, each corporate job offer attracts 250 resumes. Of those candidates, 4 to 6 will get called for an interview, and only one will get the job. (Glassdoors)

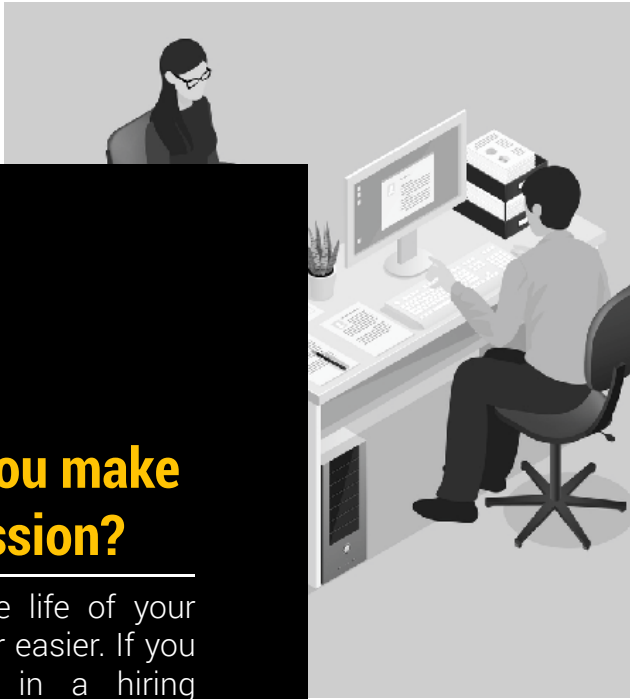


- BG - Big Data
- MDC - More Diverse Candidates
- SSA - Soft Skills Assessment
- IIT - Innovative Interviewing Tools
- CMD - Company Mission Differentiator

In the end, the goal is to make an
impression in the sea of applicants
and be the chosen one.

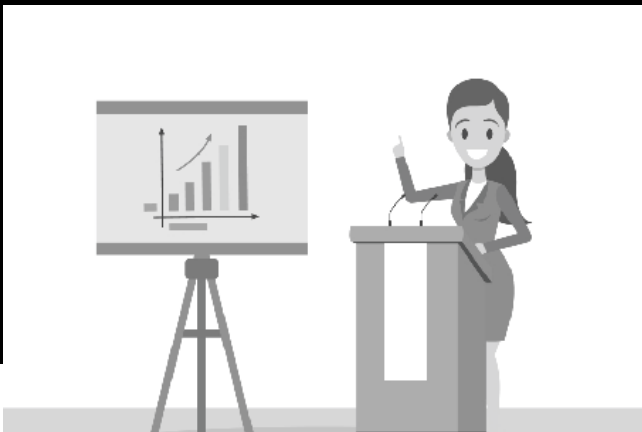
How do you make an impression?

By making the life of your hiring manager easier. If you can do that in a hiring process, then you have aced the first test by convincing them that you can deliver on the job.



The Anatomy of a CV

("Get that Job" Series)



CHAPTER ONE

The First Few Steps before the CV



How It All Began

Before I graduated from school, I had heard graduates talk about the struggle to get jobs. It was evident that the number of jobs available for graduates will never be able to tackle the unemployment problem in Nigeria completely, even with entrepreneurship boom. SMEs were not as successful, so they could not afford to take on too many staff.

As a graduate, it is often difficult to settle for low paying job. There are expectations you have for yourself, and I was no different. I figured so much money had been spent putting me through school, up until university, so I deserved better than any menial or low paying job.

However, I was scared. First class students were still roaming the streets. How was I going to be different? How was I going to stand out? I was in my final year and had just come back from the mandatory 6 months internship, where I experimented the field I had chosen. While walking this path, I realized I did not love biochemistry, I did not really care much for science. I was overtaken by my love for business, pitching, writing, and everything else that made an idea attractive enough to make money. People always came to me for these ideas. I did not know what it was then, but I knew it made me genuinely happy.

At the time, someone I looked up to, seemed to know all about the new field I was interested in, but he would never hand me anything too cheaply. He taught me to work for everything I got. I decided to study under him and learn the dynamics of an office, how it works, what they did, what they needed etc. But to experience any of these, I needed to apply for the job first as an office assistant. It was a work-study program. Unfortunately for me, the window for the paid program had closed, so I had to decide if I wanted to do this for free or not.

That decision was not too difficult to make. I asked myself the basic questions:

- Why am I doing this?
- What do I have to lose?
- What do I have to gain?
- Is it worth it?
- What is my next step?
- How does this help my next step?
- What do I need to make this happen?

These key questions formed my pros and cons list and eventually helped me chart my career goals even when I was unsure of the dots and how they connected.

I decided I was going to take the office assistant job and get paid in knowledge and experience, which was why I was interested in the first place. A 15,000 Naira stipend was supposed to be paid to students who engaged in the work-study program and it would have served as an encouraging factor for me. I needed the money in school at the time, but I weighed my options. 15,000 Naira now in a different department, totally disconnected from my career goals compared to 50,000 -100,000 Naira later with valuable experience, which made more sense to me?

What did I have to gain? Network, learning opportunities and so much more that I would never be taught in my current curriculum.

I made my decision.

I was going to apply for the job.

First things first, I needed a CV.

This was my first experience with the CV document. I had read and researched and googled my way into creating one, a pretty empty one that focused on my educational journey, my goals and why this job was a perfect fit for me.

My second CV phase was during my NYSC (National Youth Service Corps, a 1-year compulsory para-military service for graduates). I was posted to the Eastern part of Nigeria to serve my country as a Primary School Teacher. I didn't enjoy teaching children in Primary school. It was cool, but I didn't love it. I wanted to do more. So, I applied to this newspaper publishing house to help them manage their communication. There was a big gap in business communication in the Eastern part of Nigeria, where I served. I hoped to make it worth it. I redrafted my CV again and again for every job I applied for.

Many years have passed since then, and I am now an employer, surrounded by employers. I host communities of employers/entrepreneurs and their biggest problems have revolved around finding the right people and that journey often starts from the CV.

Scratch that

The journey starts moments before the CV.

This is where we begin.



CHAPTER TWO

The First Few Steps before the CV





NO EMAIL SUBJECT

I was searching frantically for a social media intern and a graphic designer to work with me. Not because I couldn't afford to pay a full-on professional to do the work but because I wanted to train someone, see them grow and contribute to their "job experience". That week, I went through over 250 mails interested in the vacancy opportunities, only 80 made it to the point where I could even check their CVs, why?

NO EMAIL SUBJECT

You cannot send an email to a potential employer without a subject. It is the first sign of lack of professionalism. If the employer has multiple positions open, it becomes unclear which one you are interested in. You appear unprofessional, lazy, amateurish and without focus. If your employer is sorting emails based on roles, you will definitely be sidelined, especially if they are hiring for multiple positions. Don't be one of those people who dive into any job role without an understanding of the requirements or the role. Be deliberate about your application. Actions speak really loud and employers read meaning into your actions and inactions. Put an email subject.

NO EMAIL SUBJECT

Examples of email subjects are:

Application for Social Media Intern Role
Job Application: Graphic Designer
Application for Job - Content Role

The key elements are:

- Job Application or synonyms stating the intent of the mail.
- The role you are applying for.

Remember how when you write formal letters, it is important to have a title? Consider your email subject your title.

If you are a bit more confident and daring, your approach might be a little different especially if you are applying for a creative role or to a creative company.

You can get creative based on the company you are applying to, how daring you are and the recipient of the email (if you have researched the person).

NO EMAIL SUBJECT

Examples of Creative Email Subjects:

I am of Value to Your Company

I Can Improve your Online Social Capital by 40%

Need Results? My nickname is Results

You Called for a Genius, I answered

Please note, this requires a strong mail body and a punchy well-structured CV backing up the subject. Don't take this route if you are not ready to put in the work required.

This approach often opens job vacancies when there is none. It is often the best approach if you are applying outside a vacancy call with a strong proposal of self and value.

It requires researching the company, the potential employer (HR & Founder), finding their voice and finding how you can be a great fit by providing solutions to perceived existing problems backed by facts.

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No Email Body:

The body of your email is very critical. Things like “PFA, Please find attached, Find attached, CV, My CV, etc. do not count as a body of an email. The email body is like a cover letter. Your potential hiring officer may not have the time to read through a cover letter and a CV, so a good email body will definitely make way for you.

Don't blind copy a number of companies in one mail. They are not stupid. They know exactly when you do. So take out time to send mails to each company you are applying to one by one. Include their names in the email body so they can feel special.

Avoid messages like:

Dear sir/ma,

Please look at my resume or cover letter. It will tell you all about me.
I really want this job please.

WHY?

While you are actively searching for a job, you are not begging for the job. You are actively searching for opportunities to add value. It is a mutually beneficial relationship.

No one is doing anybody a favor. You deserve it. Don't beg. When you beg, you sound like you don't deserve the job. Which is a red-flag because you are giving off a leech-vibe or better still a parasitic vibe.

A vibe that says, you are not willing to give as much as you expect to be given. While this may not be your intention, the pity card is unprofessional. So, suck it up and be deserving of the opportunity.

WHAT SHOULD YOU WRITE INSTEAD?

You need a degree of detail, formality/professionalism, content explaining who you are and why you are the best fit for the job. This is your opportunity to say things that could not fit into your CV e.g how your vision and the vision of the organization align, why you are applying to them specifically, how you intend to add value, loopholes you may have found (e.g. a spelling error on the site or a broken link) and recommendations.

You need to represent these details in clear words that would not be misunderstood. It must be conveyed with utmost respect and care. It is the “test” of your communication skills and your opportunity to make a positive image/impression of you in the mind of an employer.

hr@company.com

Job Application: Business Development Role

Dear Hiring Manager,

My name is Firstname Lastname, a business enthusiast. I have a B.A. In Business Administration and a strong passion for solving problems. I am very interested in applying for the Business Development role you advertised on Jobberman. My qualifications and experience match your specifications exactly and your vision to change the world one individual at a time, aligns with my life's goal. It is an amazing fit and I would love to be part of this great vision.

Please take a moment to review my attached Application Documents:

- Up-to-Date Resume
- My Cover Letter

It would be a great pleasure to hear back from you soon to discuss this exciting opportunity.

Best Regards,
Firstname Lastname
Email Address
Phone Number

AN EMAIL BODY

Why You are a Fit/Value

Role Declaration

Self-Introduction

Salutation

hr@company.com

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It would be a great pleasure to hear back from you soon to discuss this exciting opportunity.

Best Regards,
Firstname Lastname
Email Address
Phone Number

Your Details

ANATOMY OF THE EMAIL BODY

Closing

Your Attachments

THE ANATOMY OF THIS EMAIL BODY

Salutation:

Use Dear Hiring Manager or Dear Employer because you may not know the gender and people feel weird when you say Sir/Ma. It's not your fault but such is life. So, play it safe.

I personally prefer Hiring Manager because in many cases, the hiring manager may not be the employer.

Self-Introduction:

Introduce yourself with your name, a passion that ties you to the role you are applying for. If your educational achievements and the role do not tally, state your enthusiasm for a field related to what you are applying for.

Also dedicate one sentence to explain your deviation from your educational background and other qualifications online or offline that can qualify you for that role.

E.g. As a Biochemistry graduate, I learned about the metabolism of the body, but I soon realized that business works like the human body and its metabolism.

I began to seek training to know more about business and borrow concepts from Biochemistry to solve business problems.

Always remember to write your name in this order –

Firstname Lastname or LASTNAME, Firstname. It is important for your employer to know your first name except the rules explicitly state otherwise.

Role Declaration:

State the role you are applying for and where you saw the vacancy (If it was on a social network, a website, an email etc. State it)

Why You are a Fit/Value:

Talk about your qualification, enthusiasm, passion, vision and alignment and things that give you an extra edge/qualify you to be chosen. This is a very critical part of your email. You can offer extra solutions, point loopholes you may have found and recommend solutions to the loopholes. You must be extra sure of your loopholes and have creative solutions. It shows you did your research and you are value-oriented.

Your Attachments:

Professionally request for your attachments to be reviewed. Avoid statements like PFA, Please find attached, Interested, etc. They do not necessarily convey professionalism. Especially since you are not hired yet.

Closing:

Include a closing that shows excitement and expectation but not pity or pride.

Your Details:

Sign off with your name and contact details. It makes the life of the Hiring Manager easier if they need to contact you, they do not have to go through your CV. If you make the hiring managers life easier just through an application, you score cool points! If you have an email signature, even better! It's the best way to sign off.

hr@company.com

Job Application: Business Development Role

Dear Hiring Manager,

I am Firstname Lastname, a graduate of Computer Engineering with a special ability to fix with machine problems, especially computers. It is for this reason I am often called "The Fixer". I was with much interest that I read your posting on Careers 24 for an IT Support Officer. The description of the job responsibilities, match closely with my previous job role and experience, and so, I am excited to submit my resume to you for your consideration.

In my position as an IT Specialist for ABC Transport Ltd, I fixed machines, monitored software and tech appliances. I ensured the tech equipment required for the optimal performance of every job role in the company was consistently functional. Within my work duration at ABC Transport efficiency increased by 20% as a result of optimized tech tools and pro of stop-gaps in downtimes.

My resume is attached. If I can provide you with any further information on my background and qualifications, please let me know.

Thank you for your consideration. I look forward to hearing from you

Firstname Lastname
Email Address
Phone number

A MORE DETAILED EMAIL BODY

You can see that elements of the email body are constant, just different words used. This can be a follow up to a creative job application.

For a more fun approach (if you were applying to google) you can coin something like this: I am Firstname Lastname, a graduate of Computer Engineering with a special ability to communicate with machines, especially computers. It is for this reason; my friends call me "The Machine Whisperer".

It may sound cheesy, but a fun hiring manager may laugh and find it interesting. Just pray the person is not in a bad mood when they read it because it can be read as an unserious or corny application.

NO ATTACHMENTS:

Forgetting to attach your CV itself can spell doom for you. Always triple-check to ensure that the vital documents are attached. It is a big goof if your CV is not attached.

You are definitely automatically disqualified.

Your CV is a crucial document that makes or breaks your chance of getting an interview. Likewise, your cover letter/email is your first chance to make an impression on an employer.

hr@company.com

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My resume is attached. If I can provide you with any further information on my background and qualifications, please let me know.

Thank you for your consideration. I look forward to hearing from you.

Firstname Lastname
Email Address
Phone number

If you forget, send the mail again with an attachment. I do not advise that you reply under and say "I forgot to add my attachment, please see attached". It gives off a lazy and messy vibe that most hiring managers may not appreciate.



CHAPTER THREE

Now the CV

So, now that you know the best way to get the attention of your hiring manager to open and view your CV, it is important to get the CV right. Why? Because this is your last card and it has to be worth it. You have sustained the attention of your hiring manager, now you need to make him/her curious enough to want to meet you.

HOW CAN YOU MAKE A GREAT CV?

Start with the basics. These basics lie in the answers to the following questions:

1. Why are you applying for this job?
2. What impression do you want them to have of you?
3. What do you know about them?
4. What do they want?
5. Are you a great culture fit?
6. Are you qualified for the job?
7. Do you have an extra edge?

Remember, the job vacancy was sent out to the public. You are not the only one applying, so what will give you an extra edge to ensure you are considered over everyone else?

There is no one size fits all answer,
but the best answers lie within the facts that 70%
of the other job applicants may not be looking for.
How do you find the facts?



The first step you need to take before you send or tailor a CV is this step. The research step. Open google and type out the company name

These questions are important because they help you structure your CV and tailor it in a way that you are needed.

- Ÿ What do they do?
- Ÿ Who are they?
- Ÿ What is their vision?
- Ÿ What are their goals?
- Ÿ What have they achieved?
- Ÿ What are they working on?
- Ÿ Who are their staffs?
- Ÿ What do they talk about?
- Ÿ How can you help?
- Ÿ Who is their target audience?
- Ÿ How did they describe themselves on their bio?
- Ÿ How do they express themselves?
- Ÿ Do they take themselves too seriously?
- Ÿ What kind of activities do they do?
- Ÿ What are their challenges?
- Ÿ What problems are they facing?
- Ÿ Are there any typos on their site?
- Ÿ Any loopholes you can take advantage of?
- Ÿ How can you add value?
- Ÿ What recommendations do you have?

You need to see your CV as a proposal document and see yourself as an entrepreneur with your skill as your service. Avoid “useless” information that will be used to profile you. A hiring manager is looking for a few details about you.

SKILLS

What are your skills?

EDGE

Who are you (what is your edge, how can I contact you)?

VALUE

How can you add to their brand?

EXPERIENCE

What is your experience and how valuable is it?

TRACK RECORD

What is your overall track record?

Write your Name Prominently Here

Include contact details: Phone number, email, address and website

A one sentence pitch that can describe you would be great here.

Experience:

Start from your most recent work experience and write the following about each experience. The top and most relevant 3 are all you need.

- What you worked as. Where? Duration e.g. 2016-2018
- Describe in short sentences what you did, focusing on results. E.g. I and my team created the "Maggi Naija Pot Campaign" resulting in 40% increase in market share, 45% increase in awareness and 20% increase in sales.

Education:

Start from your most recent educational qualification.

- What is the qualification? Where did you get it? When did you get it (2018)?

Some people go the extra mile to highlight the key learnings and this comes in handy if you do not have experience. However, if you have relevant experience, highlighting key learnings may be unnecessary.

Clients/Brands Worked with:

If you work in an agency, this is a great place to name-drop or if you freelanced for a time. You can write the clients you worked with under a certain job. This is only relevant if you have "noticeable" names to call. It strengthens credibility.

Skills

Pick Skills carefully and heavily based on the role. There are some skills that have been over flogged e.g. Team player. Be more deliberate. Digital advertising is a skill, trendspotting is a skill, listening is a skill too. Pick skills based on the job and highlight them. If you are multi-lingual include it here as an edge.

Volunteer Experience & Awards

For extra points you can include this in your CV. State where you volunteered and what awards you have received. Ensure they are relevant.

Referee

Write the name, position, phone number, and email address of this person, so the hiring manager can contact the person and that person can attest to your good behavior. Your referee should not be your family member. Let them know that you have sent their contact out, so they can be on the lookout. This column isn't always necessary. Sometimes, this is not always necessary, so you can just indicate: Reference will be available upon request.

Put your contact details here too. You don't want the hiring manager mixing up your details with someone else's. You want to make the process smooth and it would serve as a call to action strategically positioned at the end of the journey. It is a silent way of saying: "you like my CV, call me, message me, contact me".



FIRSTNAME LASTNAME

Phone number,
email
Website

ABOUT

Write a short bio of yourself here. Keep it short and simple. 100 words maximum

EXPERIENCE

Role//Company – Year
Summarize your responsibilities and achievements here in not more than 5 lines

Role//Company – Year
Summarize your responsibilities and achievements here in not more than 5 lines

Role//Company – Year
Summarize your responsibilities and achievements here in not more than 5 lines

SKILLS

- Skill
- Skill
- Skill
- Skill
- Skill
- Skill
- Skill

EDUCATION

Qualification, Year
School

Qualification, Year
School

Qualification, Year
School

REFREES

Referee name
Role, Company
Phone Number

INTEREST & ACHIEVEMENTS

- Write a compelling achievement or award here
- Write interests and achievements as well

FIRSTNAME LASTNAME

• Phone number • email •

PERSONAL PROFILE

A brief bio on you, your career achievements and drive and more. Keep this to a maximum of 100 words. Think of it as the short bio you would present to a magazine or if you had a speaking engagement

SKILLS SUMMARY

- Skill
- Skill
- Skill
- Skill
- Skill
- Skill

CAREER HISTORY

Position	Company	Year
----------	---------	------

Responsibilities

- State what you were required to do
- Include achievements and facts
- Write more
- Write more

Position	Company	Year
----------	---------	------

Responsibilities

- State what you were required to do
- Include achievements and facts
- Write more
- Write more

EDUCATION HISTORY

Qualification	School	Year Achieved
Qualification	School	Year Achieved
Qualification	School	Year Achieved

• Phone number • email •



FIRSTNAME
LASTNAME



EMAIL



TELEPHONE



LINKEDIN URL

LINK TO OTHER ONLINE
PROPERTIES:
PORTFOLIO/WEBSITE/BLOG

OBJECTIVE

To get started, click placeholder text and start typing. Be brief: one or two sentences.

SKILLS

Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

EXPERIENCE

JOB TITLE/COMPANY

Dates From – To

Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything; keep it relevant and include data that shows the impact you made.

JOB TITLE/COMPANY

Dates From – To

Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

EDUCATION

DEGREE / DATE EARNED

School

You might want to include your GPA and a summary of relevant coursework, awards, and honors.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities.



FIRSTNAME LASTNAME

Address | Phone | Email

OBJECTIVE

To get started right away, just tap any placeholder text (such as this) and start typing.

EXPERIENCE

Name of Employer

Job Title | Dates of Employment

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.
- To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles. This text uses the List Bullet style.

Name of Employer

Job Title | Dates of Employment

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.
- To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles. This text uses the List Bullet style.

EDUCATION

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

AWARDS AND ACKNOWLEDGEMENTS

- You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.
- Are you president of your fraternity or sorority, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!



FIRSTNAME LASTNAME

PROFESSION OR INDUSTRY | LINK TO OTHER ONLINE PROPERTIES:
PORTFOLIO/WEBSITE/BLOG

OBJECTIVE

To get started, click placeholder text and start typing. Be brief: one or two sentences.

SKILLS

Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

EXPERIENCE

JOB TITLE • COMPANY • DATES FROM - TO

Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything; keep it relevant and include data that shows the impact you made.

JOB TITLE • COMPANY • DATES FROM - TO

Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

EDUCATION

DEGREE • DATE EARNED • SCHOOL

You might want to include your GPA and a summary of relevant coursework, awards, and honors.

DEGREE • DATE EARNED • SCHOOL

On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities.



EMAIL



TWITTER HANDLE



TELEPHONE



LINKEDIN URL

FULLNAME LASTNAME

SKILLS

Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

OBJECTIVE

To get started, click placeholder text and start typing. Be brief: one or two sentences.

EXPERIENCE

Job Title | Company | Dates From – To

Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything; keep it relevant and include data that shows the impact you made.

Job Title | Company | Dates From – To

Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

EDUCATION

Degree | Date Earned | School

You might want to include your GPA and a summary of relevant coursework, awards, and honors.

Degree | Date Earned | School

On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click.



Email



Telephone



LinkedIn URL



Twitter handle

Link to other online properties:
Portfolio/Website/Blog

VOLUNTEER EXPERIENCE OR LEADERSHIP

Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities.

Boom!

Your CV is ready. Try out different layouts.

Visit blessingabeng.com/shop to shop for the CV templates created there.

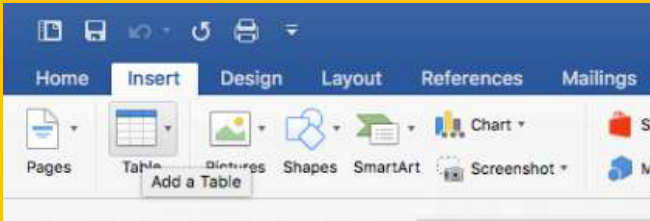
Remember, your CV has to be tailored to what you are applying for. If you are a designer, you don't just need a CV. You need a portfolio. You could design it to fit

THINGS TO NOTE:

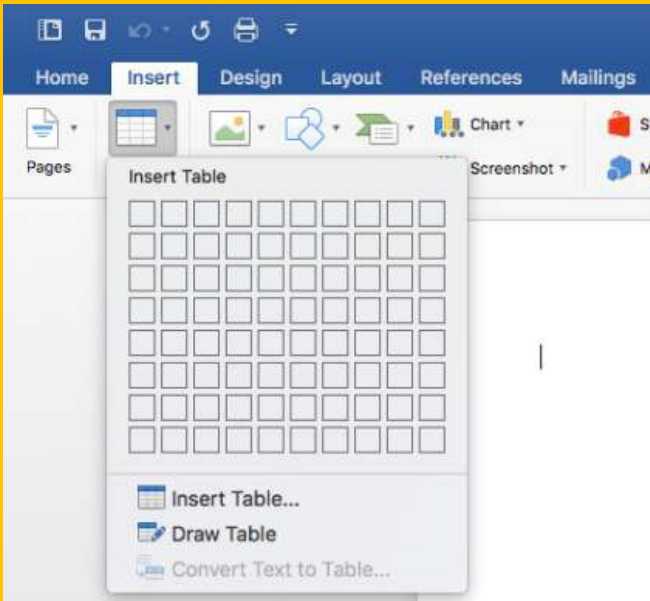
- Don't send picture files or heavy files.
- Convert your word file to Pdf and save your Cv as pdf.
- If you can help it, don't send your CV as a word document.
- Keep your CV to one page. Utilize tables to keep your information compact..
- Ensure your file is in kb or at most 5 MB. You don't want lack of tools or internet to be the reason you were disqualified for the job.
- Keep your CV legible. Your font size should be between 12-13. 14 and above gives off the vibe that you are trying to fill up space
- It saves you space. Don't leave the borders. It looks distracting.

HOW TO UTILIZE TABLES

Step 1: Go to insert and select add table.



Step 2: Select number of rows and columns, then click insert table

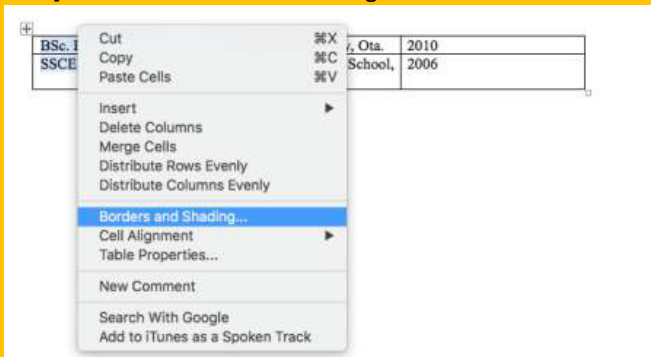


Your table should look like this

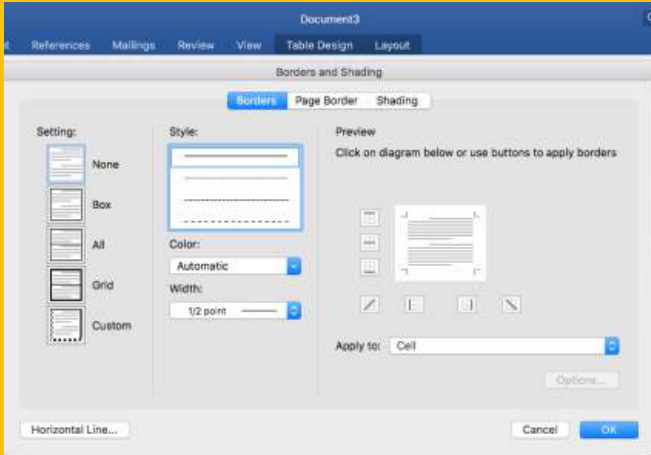
Step 3: Type in your information

BSc. Biochemistry	Covenant University, Ota.	2010
SSCE	Corona Secondary School, Lagos	2006

Step 4: Select the table, right click, select borders and shading



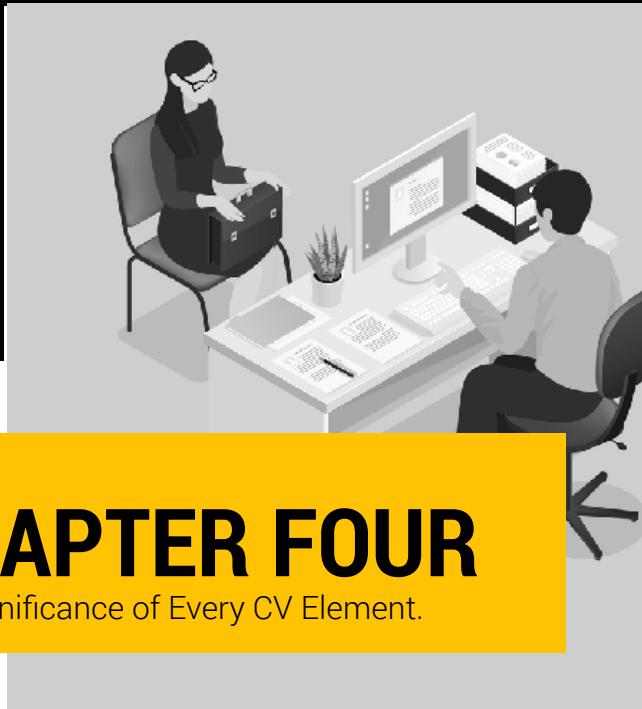
Step 5: Select None



And all your borders will disappear like this

BSc. Biochemistry	Covenant University, Ota.	2010
SSCE	Corona Secondary School, Lagos	2006

Finally, name your CV document right when saving it. Put your name and add Cv to it. E.g. Blessing Abeng CV. This will make it easy to be found in a pile of documents. When a hiring manager is searching for CVs, they may just type CV in their search box, you need to make sure your name is one of those that show up. You also need to be deliberate about making the life of your hiring manager easier.



CHAPTER FOUR

The Significance of Every CV Element.



FULLNAME LASTNAME

SKILLS

Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

OBJECTIVE

To get started, click placeholder text and start typing. Be brief: one or two sentences.

EXPERIENCE

Job Title | Company | Dates From – To

Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything; keep it relevant and include data that shows the impact you made.

Job Title | Company | Dates From – To

Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

EDUCATION

Degree | Date Earned | School

You might want to include your GPA and a summary of relevant coursework, awards, and honors.

Degree | Date Earned | School

On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click.



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VOLUNTEER EXPERIENCE OR LEADERSHIP

Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities.



HEADER

When writing your name, your firstname should come first and your lastname should come last. If expressly stated by your hiring manager that your Lastname should come first, write your Lastname in block letters or write it normally and put a comma before your first name.

This is relevant because it makes your name visible and makes it difficult for your CV to get lost in the pile if it is printed and keeps your name top-of-mind.

You can also include your core under your name e.g. Communications Manager, IT Engineer etc. By calling yourself these things especially when you have experience to back it up, it makes it helps you subconsciously make your hiring manager see you as a professional in that field.



HEADER

In absence of that (a professional description because of lack of experience), you can write your contact details under your name. Use a working phone number and functional email. Double check the details to ensure to ensure that your email address is not misspelt, or a digit of the phone number is not wrongly listed or skipped due to typing errors. It can cost you your job.

Also include an address. This is not a must; however, it can help you be a preferred choice for reasons like proximity. You could also be alerted if the job is not available in your city.

However, the cons are: you could be profiled. E.g. if you live in Ajegunle or Mushin you may be profiled as razz or if you live in Ikorodu your hiring manager may assume that you will make distance excuses and come to work late, etc. If a job is available in Lagos and your address says Abuja, you may not be considered at all even if you are willing to relocate.

You can weigh the pros and cons and determine what works best for you.



TOP BODY

This is your chance to pitch yourself in a sentence. Often times, people use this to flaunt their skills and strengths. If you are a storyteller for example, your ability to write one captivating sentence about yourself in a story form may make you more desirable by your hiring manager. It is your one sentence elevator pitch. Your answer to “who are you?” beyond your name.

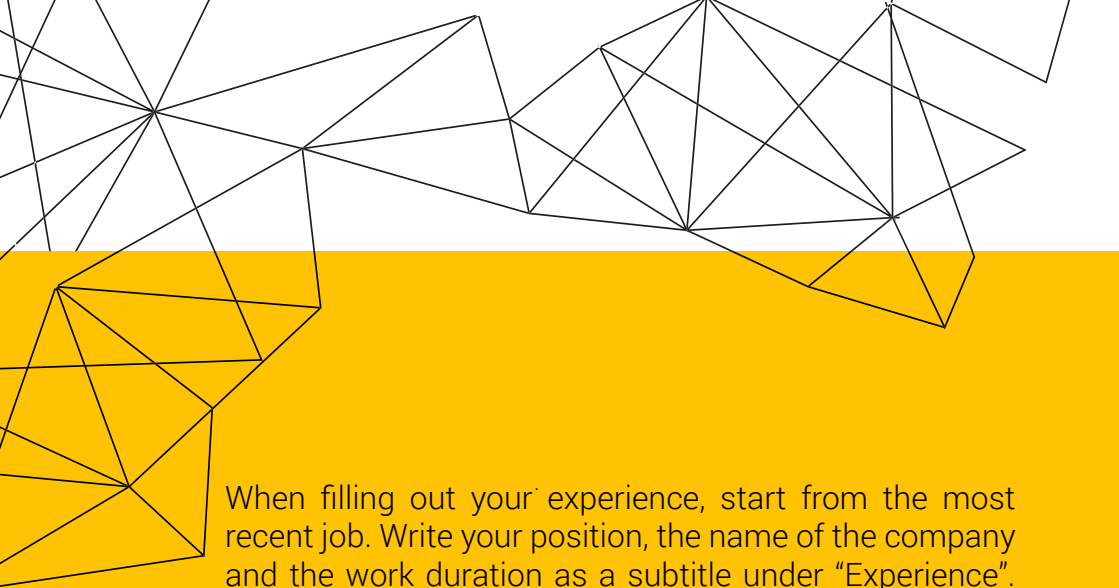
Some people also dedicate this part to writing State of Origin, Marital Status, Age, Date of Birth, Local Government Area, etc. Again, this leads to intense profiling and feeds the bias of a hiring manager. The problem with profiling is this: your skills might be right for a job and you may be more than qualified but little things like bias can prevent you from being called for an interview. However, if it is expressly stated as a requirement in the vacancy document, you can include these details.



MID-BODY

This is where the most important information lies. You can choose to put your experience before your education or your education before your experience. It is highly dependent on you. After a quick survey with hiring managers, we found out the key things they are looking for are your experience, education and skills. If these check out, you might be called for an interview. It is therefore important to pay heavy attention to the content of this part.

When filling out your education, start from the most recent and most important. You can list the 4 most relevant. Your nursery and primary school qualification may not be important if you have more relevant qualifications. E.g. if you have masters and BSc. Or BA, you definitely attended nursery and primary school. Arrange your qualification from most recent – least recent. Lay it out correctly. Write your Qualification, the school and the year. Be careful not to abbreviate qualifications that are not popular. E.g. If you were applying for an international job, writing SSCE may not make sense to the hiring manager, write out the certification in full.

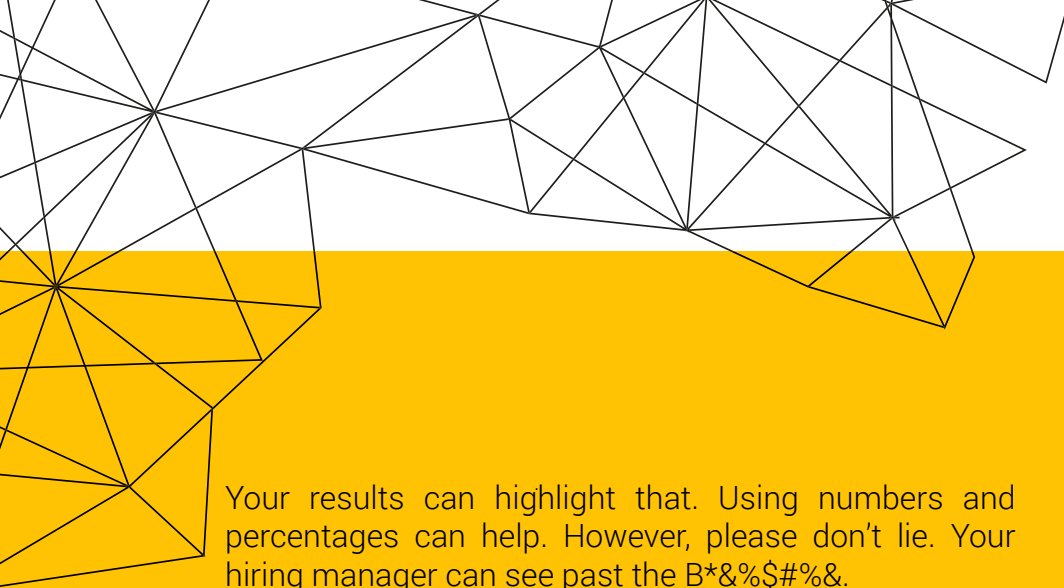


When filling out your experience, start from the most recent job. Write your position, the name of the company and the work duration as a subtitle under “Experience”. The work duration could be written as months and years or just years e.g May 2017 – July 2018 or 2017 – 2018. Whatever format you choose, be consistent.

MID-BODY

As content under the subtitle, write down your activities or achievements during this job. Result-oriented statements speak volumes. Most people write “I was required to fix hardware issues within the company” but writing “I helped rectify over 500 hardware faults and undertook preventive maintenance on devices, saving the company over 50% in IT device replacement expenses” will give you an edge.

People want results, so, highlighting results, your role in achieving those results and the impact of that result places you above other applicants. Remember, your hiring manager is looking for someone who can help the company – save money or make money directly or indirectly.



MID-BODY

Your results can highlight that. Using numbers and percentages can help. However, please don't lie. Your hiring manager can see past the B*&%\$#%&.

- MTN	- Glo	- Airtel	- Ntel
- DSTV	- Universal	- Heineken	- Maybeline
- Darling hair	- Expressions	- Apple	- Samsung

As always, remove the border and you'll have a neat list and more space to document other very important information.

- MTN
- Glo
- Airtel
- Ntel
- DSTV
- Universal
- Heineken
- Maybeline
- Darling hair
- Expressions
- Apple
- Samsung



MID-BODY

When highlighting your skills, be practical. Choose skills that are required for the job-role and highlight culture fit. Avoid over flogged skills.

Saying you are a team player does not fool anybody. You might be but your hiring manager won't just take your CV word for it.

Instead, highlight critical skills like Writing, Social Media Management, list skills you have learned or acquired, Microsoft Suite proficiency is a skill, Trendspotting, etc.

If you are vying for a junior psychologist position or even journalism, Listening is a skill.



MID-BODY

This includes Volunteer Experience, Awards and Leadership Positions Held. This part emphasizes credibility and work ethic. If you were listed as Best Performing Staff in your old place of work, write it down. If you found time to Volunteer for TEDx or Forbes event, write it down. It gives credibility. On that note, volunteering at big events boosts your experience, so seek relevant volunteering experience and make the most of it.

If you held leadership positions in other activities that your education and work experience cannot capture, this is your chance to highlight it e.g. President, Investment One Club.

Reference is important to verify your credibility. In this world of desperation, hiring managers need to be sure about the people who they are hiring. So, having a referee who vouches for your character goes a long way and in the event of any extreme misbehavior, this person can be contacted.



MID-BODY

Choose your referee very wisely. Be sure that the person knows you well and will not be caught off-guard at the mention of your name.

There have been instances where a referee was called, and the referee said he did not know the person being referred to and that person lost the job.

If you get married and change your name, let your referee know as well. Your family members should not be your referees because emotions are attached and of course they would not say anything bad about you.

This is a professional document, so find someone whom you share a professional relationship with like a teacher, a mentor, an old boss etc.



FOOTER

Your footer should contain your contact information. It is important to write down your phone number (2) and your email address.

Don't write more than 2 phone number and ensure you put an email you check frequently. If your hiring manager is impressed by your CV and would like to contact you, you need to give them a channel to reach you, hence the need for your contact details.

You do not expect your hiring manager to go back to the emails to find your email address.

Again, remember you are trying to make your hiring manager's life easier.



CHAPTER FIVE

The Extras

ION

A DOCUMENT THAT SHOWS OFF THE DEPTH OF YOUR WORK.

If you are applying for a writing job, graphic design or photography job, your CV is not enough to get you the role. As a graphic designer or photographer or even web designer you need to have a portfolio.

Your portfolio should contain different examples of the kind of work you do with pictorial representation of your work. You can include client testimonials. It is like your mobile website. Don't take it for granted. If you have a website, this is a good time to include it. Graphic design skills are not shown on CVs, they can only be shown by the works. So show your key competences, highlight your strength in logo design, manipulation, UI and UX, social media designs for corporates and any other skill you have.

If you are a photographer, show off your skill in product photography, corporate photography, portraits and whatever photography style is relevant to the job role.

If you are a writer, show off your strengths in writing and attach this as a separate document.

This is important because, for some job roles, your CV is not enough.



CHAPTER SIX

Elements of a Good CV



AN IDEAL CV MEETS THE FOLLOWING CRITERIA:

- Expectations are well managed
- It correlates with the job postings
- It has a professional look and can easily be navigated and read
- It starts with a strong statement
- It is functional and fits the audience
- It quantifies and highlights your accomplishments especially professionally.



THINGS TO WATCH OUT FOR

Read through and edit thoroughly and ensure there are no typos. Dot your l's and cross your t's. Use the right punctuation marks.

Avoid jazzing up your CV with colors or images. What if your hiring manager doesn't like the color you choose? Play it safe. Regular black and white are great and a touch of your brand color, if you have one. There is no need for excessive use of images.

Avoid long paragraphs. Be as succinct as possible. Focus on key and relevant details. Don't beat about the bush.

Use very legible fonts to ensure your content is readable and easy to read. People often stick to Times New Roman, Calibri and Arial but there are other legible fonts like Roboto, Century Gothic, Quicksand etc. Avoid cursive fonts and italics.

Use the Bold feature to emphasize your headings e.g. Education & Qualification, Experience, etc. However, resist the urge to overuse the bold feature. It is great when you need to emphasize something but don't overdo it.



THINGS TO WATCH OUT FOR

Use very legible fonts to ensure your content is readable and easy to read. People often stick to Times New Roman, Calibri and Arial but there are other legible fonts like Roboto, Century Gothic, Quicksand etc. Avoid cursive fonts and italics.

Don't type like you are writing a text message to your friend. This is a professional document, so write everything in full except of course it is a professional abbreviation e.g. BSc.

Ensure that your sentence construction is on point. This is one of the ways hiring managers weed out weaker candidates. Your attention to details is strongly verbalized in the quality of your writing than as a skill in your skill column. There so many unsaid skills your Cv can exude. Make each one count. Hiring managers look for mistakes, don't let them find one.



THINGS TO WATCH OUT FOR

Tell the truth. Hiring managers can smell a lie. Worse still you set yourself up and set unrealistic expectations for your interview that can cost you the job. You might be taken aback by questions that drill into the tiny detail. For all you know, one of your interviewers could have worked with you previously or in a company you claimed to have been employed in. So, be careful. You can bedazzle your truths but ensure that you do not lie.

Play the game of numbers. Stating figures, using percentages and tying them to duration can help you sound a lot smarter. If your company increased in clients because of something you did, state it. E.g. Our clients increased by 70% in 6 months. Remember you cannot afford to lie, just bedazzle. Bedazzling means if your company had 5 clients and now they have 10, there was a 100% increase. Do the math and make sure it is accurate.

Keep your CV real, current and eye catching without being too animated. Don't forget to ensure that it is tailored for the role your hiring manager is looking to fill. Ensure that your details are well printed while still legible. E.g. your heading can be 13pt, your sub heading can be 12pt and the content under the sub heading can be 11pt.

For example

Experience

Content Management	Centerspread, Lagos	2018
- I and my team improved a client's reach by over 150%, and this resulted in 30% increase in sales		

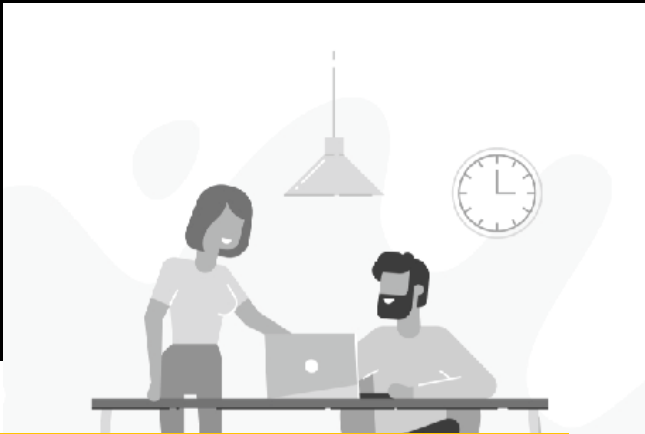
When the border is removed, it becomes:

Experience

Content Management Centerspread, Lagos 2018

- I and my team improved a client's reach by over 150%, and this resulted in 30% increase in sales

Be thorough, be creative and let your CV
speak volumes beyond the words.



CHAPTER SEVEN

Advice from Hiring Managers and CEOs



ADVICE FROM HIRING MANAGERS AND CEOS

So I asked 3 HR Managers and 2 CEOs these questions:

1. What do Hiring Managers look out for in CVs when hiring?
2. What do they look out for in general when hiring?

These were their responses:



Ajoke Baruwa,
HR Manager, Interactive CT

In a CV, hiring managers want to see information about the relevant skills you claim to have for the role as well as experience that clearly showcased how the skills have been applied, your qualifications, order in the layout of the CV (so it is easy to identify important information), brevity (not filling up your CV with unnecessary/irrelevant details), and a sneak peek into your interests outside a job.

In general, recruiters want to hire people who have researched the role/organization and clearly interested in both. They may not have all of the required technical skills but show that they are teachable, able to adapt quickly to change, creative, curious, result-oriented, and passionate about anything they commit to. Other qualities I look out for is communication, accountability and team spirit.



Gloria Agugua,
HR Manager, Heirs Holdings

We look out for the sequence of your CV.
I want to know you in very short sentences. Who you really are, your expertise and experience.

There is a principle to CV writing:

- 0 to 1 year experience your CV should not be more than a page
- 2 to 8 years experience your CV should not be more than 2pages

We look of for Poise, Professional composure, your dress sense (will be good to speak to the company's brand colors), personal grooming, communication skills and Professional competence on your profile. I personally look to see if you have the STAR approach in defending your competence. This entails the situation, task, action and result. Which basically tells me about a situation you were in, the action you took, and the result achieved.



Emmanuella Unuode,
Founder, HR Tapster

As a Hiring Manager, First, I like to see an interesting and engaging CV that will make me want to spend an extra minute or two to check for the requirements I'm looking for. here's what I typically look out for:

- A clear demonstration of their key skills, competence, knowledge of relevant tools and systems through their career journey.
- Significant Achievements, years of experience as it relates to the role, previous history, job titles etc.
- Things that speak to self-development!
- Clarity and Structure of CV (chronological order) I look out for pointers used to form inference about the candidate's kind of person. For instance, if a CV has a lot of errors, misalignments, different font sizes; these shows a lack of attention to details and organizational skills
- A CV with personality and spunk!! I generally want to have met the candidate before I actually meet them in person through their CV! you know what I mean!!

I look for candidates who are self-starters, motivated and passionate. I also look out for red flags during interviews that speaks to candidate's alignment with our values.



Evans Akanno,
Founder, Cregital

I look for use of English (because the person my most likely interface with clients), tidiness of CV (cos it's easier to work with organized people) and relevance of cv to the role applied for (cos you know... that is a measure of common sense).

After reviewing qualified candidates for any role, the decision of hiring them largely depends on their character.

- Willingness to learn – Character
- Ability to Listen – Character
- Ability to Research – Character
- Knowledge Sharing – Character
- Hunger for Success – Character
- Diligence and Honesty – Character
- Hire Character, Train Skill.



Chris Kwekowe,
Founder, Slatecube

Most companies hiring for junior roles would rather see a list of completed side projects. Also, formatting your CV into sections to represent different aspects like personal information, Education, Professional experience, etc. makes it easier for them to navigate and find things they're interested in. It also gives a sense that you are organized. Errors are mostly inevitable but when writing a CV, it is an unforgivable offense most times. Please avoid them as much as possible.

In general, when hiring, I consider how well a person has researched the company and the role they've applied for, how succinctly they can summarize their previous experience, and how clearly, they state their potential value add to the growth of the business.

If you follow the advice penned down here, you will be one step closer to your dream job. Once your CV is accepted, what next? Interviews of course.

Get the Ebook on "Before and After Interviews" where I have listed a step by step guide on how to ace your interview.

ABOUT THE AUTHOR

Blessing Abeng is a branding and communications manager dedicated to helping creators and entrepreneurs identify their value, identity and unique point of view. She helps brands communicate with their team, target audience, partners and investors. Blessing creates unforgettable experiences that reflect the personality of brands and convert strangers to loyal customers, friends, and community members. She is the Co-founder of Disha, Codirector for Startup Grind Lagos, a mentor on the African Entrepreneurship Awards platform, a WIMBIZ associate and a Tony Elumelu Entrepreneurship Alumni.

She has worked with brands like Heritage Bank, Dark and Lovely Africa, MTN, Lights Camera Africa, Alomo Bitters, Victor Ehikhamenor, African Alliance, Lemi Ghariokwu and so many other global brands. Read more at www.blessingabeng.com



