

How to Write a Killer Resumé

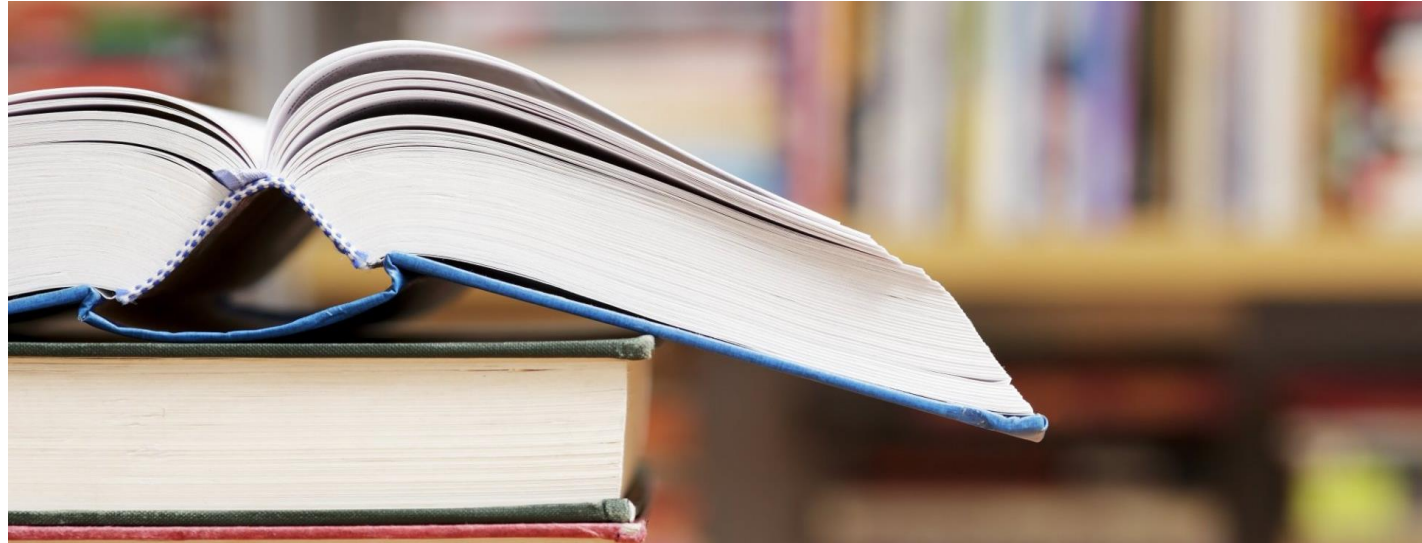
A beginner's guide to resumé, CV
writing and cover letters

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Table of Contents

01	Introduction
02	CV vs resumé
03	Features of a CV
04	A sample CV
05	Features of a resumé
06	A sample resumé
07	Cover letters
08	Types of cover letter
09	Purpose of a cover letter
10	Features of a cover letter
11	A sample cover letter
12	Cover letter checklist
13	References and Additional material



A profile is a document that allows you to summarize your work experience for potential future employment

A Professional profile gives a brief account of a person's education, qualifications, and previous occupations, achievements, and skills so a company understands their background and they can do a proper assessment if you are a fit for the company or the role you are applying for. Your profile is an overview of general information about yourself, and the skill sets that you possess. They could appear in three ways.



- ❑ Profiles could either be individual separate extracts from CVs or resumés that give a brief summary of professional experience
- ❑ They can be contained in a resumé/CV either under the About me section or the professional summary.

Both resumé and Curriculum Vitae are designed to help professionals display their qualifications for opportunities whether academic, industrial or otherwise

A CV presents a full history of your academic credentials, so the length of the document varies whereas a resumé presents a concise picture of your skills and qualifications for a specific position, so it tends to be shorter and dictated by years of experience



- ❑ Traditionally, industrial and academic roles required that you prepare both but this is no longer a requirement and many employers use the terms interchangeably.
- ❑ Both are tailored for the specific role/company you are applying to.
- ❑ Both are created to get an interview by highlighting your best features and qualifications.
- ❑ Both give an account of professional activities and are used to access your potential and fit

CV	Resumé
Emphasizes academic accomplishments	Emphasizes professional skills
Used when applying for positions in academia, fellowships and grants	Used when applying for a position in industries, non-profit, and public sector
Is longer and more detailed	Is shorter and of a summary nature
Always begins with education and can include name of advisor, dissertation title or summary, followed by other personal details	Always begins with work/industry experience, skill, qualifications, projects, followed by other personal details

Curriculum Vitae is for academic application in a variety of forms having five key features

Section 1 – Self-introductions

This section has two main goals

- ❑ It allows you to share your information and contact
- ❑ It allows you to prove your experience via digital means

Example: LinkedIn, Medium, GitHub, portfolio, etc.

Section 2 – Academic Specialization (emphasis here)

There are two contents to be found here

- ❑ Academic qualification
- ❑ Academic specialization

Example:

Master of Science, Animal Biology
University of Calicut, Nigeria
June 2018
summary

Section 3 – Experience

Four things are contained in this section. The most recent experiences come first

You can begin with a summary of your previous organization

- ❑ You need to state the title/position you served in.
- ❑ The name of the institution
- ❑ The duration of the role

Example:

Research Assistant,
Veteran's Add Medical Center, Lagos
Beach, 9/03/21 - 9/03/22
Conducted daily research on veteran articles

Section 4 – Accomplishments

In a CV this will be limited to publications, research, writings, awards, grants, membership, affiliations, etc. It may take any format but the most vital things to state

- ❑ For a project or research: The role
- ❑ For a body or institution: the level (e.g. member, president, fellow, etc.) and the name of the body
- ❑ Award: Award name, year, issuing body, and the particular thing or action that was considered

Example:

Publications: Samuel, E. E. 19xx.
Architectural Projects Architectural Sciences 1 Students. (In-house publication)

Section 5 – References

It is important to highlight their name. Additional information such as position, profession, place of employment, and contact may be shared upon request for privacy.





Jane Paul

📞 2383-37ye38

📍 Lagos, Nigeria

✉️ sjan@gmail

🌐 LinkedIn

Professional Profile

I am a financial researcher with six years of experience across multiple industries, I have served as a core team member for various organizations. Across such projects, I have had the responsibility of conducting detailed market and industry research, I have learned the essence of professional ethics and communication. I am excited to work in a role that lets me utilize the skills for a positive impact

Area of Specialization

Financial Research

- Member
The Institute for Business and Finance Research
2010
- Fellow
Financial Research
Institute 2000

Skills

Communication
Writing
Research

Education

- Master of Finance, MBA
Call State University, Nigeria, August 19, 2022
Thesis: Effect of monetary and tax
regularization across banks in Nigeria
Advisor: Dr. Romiluyi Jones.
- Bachelor of Science, Accounting
University of Lagos, June 21. 2021

Publications

- Samuel, E. A. 19xx. Bacteriological
Projects for Biological Sciences 1
Students. (In-house publication)

Mrs. Wilson
Head customer support
Pink bank

Sam Hill
Manager
Micro finance House

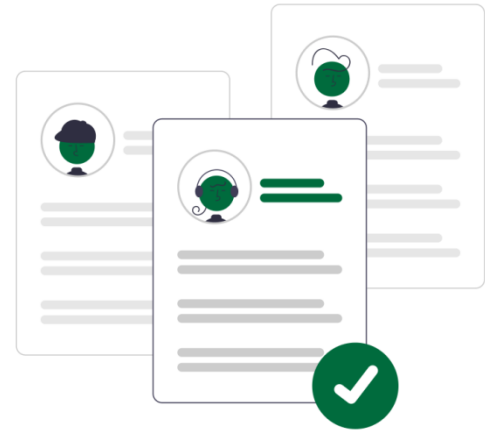
A resumé focuses on providing prospective employers with a summary of your work history and training

Section 1 - Introduction and contact

This section has one purpose and that is to provide people with a suitable way of reaching you. Over time it has become best practice to attach professional links such as LinkedIn or Github

Section 2 – Profile Summary

This is typically titled "About us" It is where a professional and character summary is given which allows you to share more personal information about yourself



Section 3 – Work experiences

All relevant previous work experiences should be stated, it is acceptable to have sub-sections for internships and volunteering experiences as well. The essence of this is to prove that you are familiar with the expectations attached to the role as you have had similar experiences. The most recent experiences should come first

Section 4 – Skills

This includes relevant additional training. It is important to highlight both soft skills like communication, team management, e.t.c and hard skills like coding, trading, e.t.c

Section 5 - Education

Educational background and qualifications should be highlighted in this section .

Section 6 – Reference

It is important to highlight their name. Additional information such as position, profession, place of employment, and contact may be shared upon request for privacy.

Optional sections

1- Projects

Projects are usually used mainly by technical and writing professionals to highlight work samples. It usually comes after education or before referees.

2 – Awards and Certifications

These include additional achievements. It is important to detail the name of the Award, institution, and year.

Faith Obi

Web developer



Address: Lagos, Nigeria



Number: 2383-37ye38



Portfolio: sjan@hub



sjan@gmail



About Me

I am an experienced and highly driven full stack web developer. I specialize in front end UI/UX design and I have three years of experience in this fields

Expertise

WordPress	★	★	★
Visual design	★	★	★
Figma	★	★	★
Team work	★	★	★

Resumé

Work Experience

WordPress Engineer

Hearts and Silver Ltd 2010-2013

- Create daily content
- Manage website plugins
- Manage and engage customers across all platforms
- Monitor security infrastructure

Projects

- SunnyBits: Web developer and UX designer
- Cole Midea: Graphic designer and UI/UX specialist

Certification and Training

- Ux specialist
OX institute 2020

Education

- Computer Science
OX University 2016

Referee

- Mrs. Alabi
Lead UI specialist – Horton Solutions



African Business
Writing Manual
Cover Letter

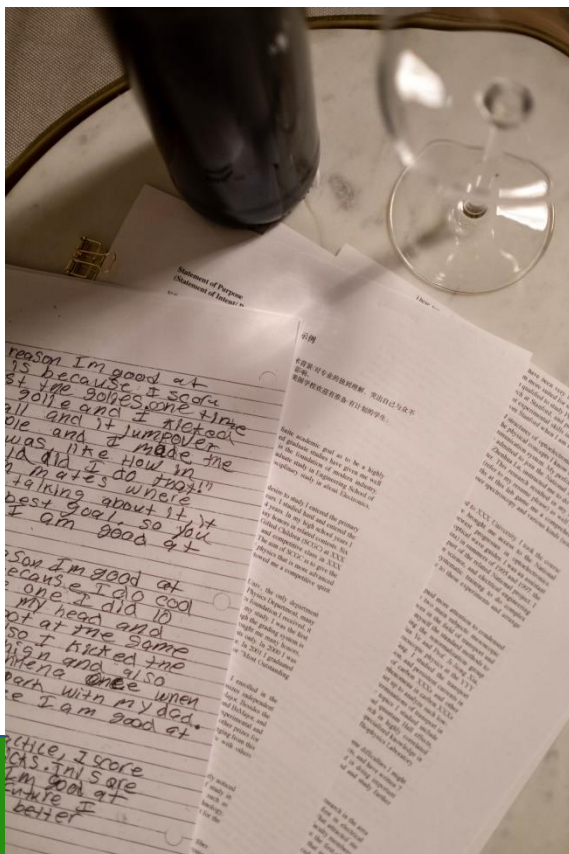
Cover letters provide candidates with an opportunity to pitch themselves to employers as the most suitable candidate

A cover letter is a document that accompanies your resumé. It provides additional information about you, your skills, and experiences related to the job you are applying for and enables you to tie your application together in a way that lets you stand out the most.

Cover letters help you explain things in your resumé in more detail, allowing you to communicate in depth.



- ❑ Application letters are the most common type of cover letters typically used when applying for a job
- ❑ Referral cover letter is also used when applying for jobs, but it states the name of the person, typically an employee, who notified you of the job opening
- ❑ A letter of interest is a cover letter used to inquire about job openings at a company you are interested in working at.
- ❑ A value proposition letter is a summary that explains what makes you unique, such as your skills, accomplishments, and the value you can add to a company.



Cover letters are made of five substantial parts; contact, salutation, body, closing, and signature

Section 1 -Contact Information

Cover letters should begin with the appropriate and current means of contact. It could be inserted above or as a letterhead section, but it should be bold and the first thing a person sees when they are on your cover letter. The key information for this section includes Name, Address, Phone number, additional relevant information

Section 2 - Salutation

Choose the appropriate way to address the contact person. For example:

- Dear Sir (if a man's name is the contact)
- Dear Madam (if a woman's name is the contact)
- Dear Sir/Madam (if there is no contact name)

Section 3 - Opening Paragraph

The objective of this section is to tell the prospective employer how you heard about the role, and it could be via

- a classified advertisement
- an unsolicited mailing
- the Internet
- personal referrals

E.g I am writing to apply for the position of X, I saw the post concerning this opening online

Section 4 - Middle Paragraph

This paragraph gives a summary of your background and critical skills (hard skills) that make you qualified for the position.

Second Middle Paragraph

This paragraph can be used to demonstrate your persuasive skills (soft skills).

Section 5 - Closing remark and signature

Highlight your availability for the job, and where and how soon you anticipate contact from the hiring person for an appointment to discuss your application. If you have no contact name, you may simply want to indicate your anticipation for a response.

Thank the person to whom you are writing for their time and consideration of your application.

Send out your regards and close out with your name and email signature if you have one.



SAM OZOMBA
+234 (0) 90 3888 1477
yyyy@gmail.com
Ikoyi-Lekki, Lagos, Nigeria
LinkedIn

Application for the role of Lead writer

Dear Sir/Madam,

I am a writing enthusiast with experience in editing and content creation. I am writing to apply for the position mentioned above, I saw the post concerning this opening online.

I have previously written and worked for various organizations such as media organizations, art foundations, and various charities. These experiences have made me very capable of writing daily, fast, accurately, with various styles, on different platforms, and for various purposes. I am looking to work with your organization as the lead writer as I would bring my tenacity and passion for success to your organization.

I am skilled in communication, people management, and problem-solving,

I am dedicated, determined, hardworking, and aware that your organization is in need of a lead writer who can effectively communicate across diverse topics and platforms.

I am excited about an opportunity to work with your organization as I know that I am competent and I have the necessary skills and knowledge to not only serve your organization in its current needs, but also in its future ones as I am very resourceful.

I await a favorable response from you and welcome you to contact me to set up an interview at your earliest convenience.

Thank you so much for your time and consideration

Yours faithfully,

Ozomba Sam.

Cover Letter checklist

Layout and Design

- ❑ Follow standard cover letter format.
- ❑ Cover letter should be no more than a page.
- ❑ Justify your letter and use proper paragraphing.
- ❑ Use a simple, easy-to-read font style; for example, Times, Courier, or Helvetica; font size should be between 10-14.
- ❑ Use boldface, italics, all-caps, and underlining, to highlight key areas
- ❑ Be consistent with a design, like font style and size

Style

- ❑ Organize content in a reasonable and logical order.
- ❑ Use correct grammar.
- ❑ Keep sentences short.
- ❑ Keep paragraphs short.
- ❑ Use short words and simple language.
- ❑ Make every word count.
- ❑ Punctuate using commas, dashes, and periods.

Planning and Tone

- ❑ Tailor each cover letter to one specific position.
- ❑ Use industry jargon specific to your career field.
- ❑ Identify the employer's keywords and use them.
- ❑ Make all statements positive
- ❑ Use a tone that leaves a positive impression.
- ❑ Show originality; do not replicate a template.
- ❑ Use action verbs and phrases
- ❑ Sound determined and confident not desperate or .

Content

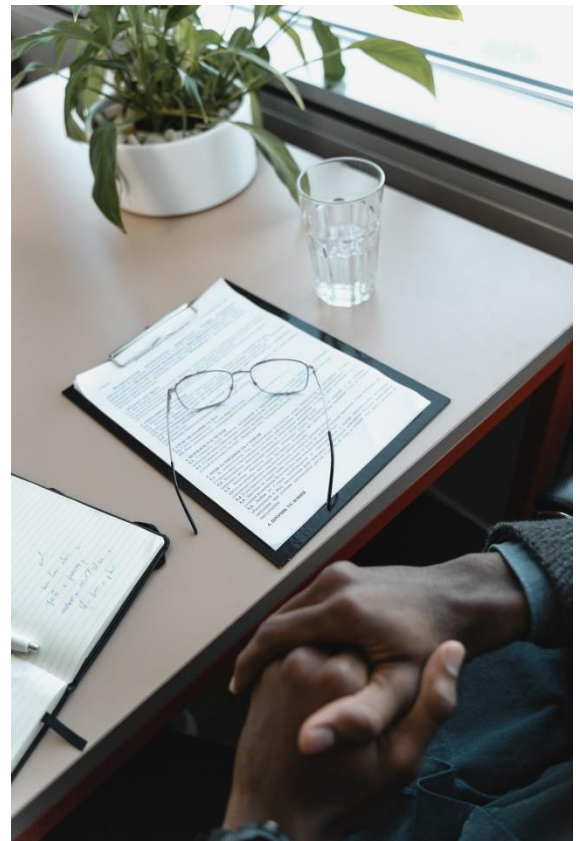
- ❑ Focus on the employer's need for a worker, rather than your need for a job.
- ❑ Tell how your skills and personal qualities match the employer's needs.
- ❑ Focus on what you can do for the employer and how you can contribute to the organization.
- ❑ Show you have researched the company and double check those facts.
- ❑ Be specific and avoid general statements.



Cover letter checklist

Error Prevention

- ❑ Follow instructions in employment ads or recruitment directions.
- ❑ Proofread! Look for spelling and formatting errors. Make sure the recipient's name, company name, title, and other information contained in the actual document and mail are spelled correctly.
- ❑ Proofread again! Preferably with another person for both your CV/resumé and cover letter.
- ❑ Be sure there are no errors of fact.
- ❑ Make sure your main has a proper mailing signature.
- ❑ Follow up with a phone call and emails. On the day of the expected reply, if you have no reply be sure to call them, and follow up with an email no more than three days later.



References and Additional material

- UCDAVIS (2020) "[resumé vs. Curriculum Vitae: What's the Difference?](#)"
- Indeed (2021) "[What Is a Cover Letter?](#)"
- Do It (2022) "[Key Elements of a Cover Letter](#)"
- Prospects.ac.uk (2021) "[How to write a CV](#)"



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