

The standard Ashesi CV Template

Instructions for using this 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 (9) explained:

1. The recommended font size for your name is 14
2. Your address and contact information should be font size 8.5
3. Your objective should be as brief as possible.
4. Education, keep the relevant courses to a minimum.
5. Achievements and Awards: this is optional; it only applies if you actually have something to say.
6. Again be sure to list your work experience in reverse chronological order, most recent first followed by others in the past.
7. Other Skills
8. Co-curricula activities: keep it interesting but brief
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)

Email (s)

(3) OBJECTIVE

Seeking a challenging entry-level position in Sales and Marketing with considerable opportunities for growth.

(4) EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

August 2004 – May 2007

- **Relevant Courses:** Social Theory Entrepreneurship Marketing Competitive Strategy
Development Economics Investment Human Resource Management

(5*) ACHIEVEMENTS/AWARDS

Dean's List 2004

(6) WORK EXPERIENCE

Summer Intern, ABC Limited

- Prepared financial valuations and modeling for Access Bank, Nigeria
- Prepared 5-year financial projections for Access Bank, Nigeria
- Prepared business summary for a Business Plan for funding
- Prepared a seven page research report on the bank

Accra, Greater Accra

July – Aug, 2007

President, ARM

- Managed club and presided over club activities and Editorial Meetings
- Organized seminars involving key figures at Ashesi to dialogue on the role of leadership in Africa.
- Liaised with visiting key personalities for seminars and events
- Increased membership and developed club programs by 22% and 40% respectively

Accra, Greater Accra

Dec. 2006 –present

Marketing Executive, Crisps Radio, Tamale.

- 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)
- Wrote proposals for live programs, promotions and adverts for products and companies.

Accra, Greater Accra

June – August 2005

(7) OTHER SKILLS

Communication—brief description

Computer—state key components

Leadership—mention specific leadership roles and accomplishments

(8) CO-CURRICULAR ACTIVITIES

Clubs etc

(9) REFERENCES

Available upon request