[YOUR FULL NAME]

[Job title you want, e.g. Accountant]

[Lagos, Nigeria] · [0803 000 0000] · [you@email.com] · [linkedin.com/in/yourname]

PROFESSIONAL SUMMARY

[3–4 lines about who you are, your years of experience, your strongest skills and the value you bring. Example: Detail-oriented accountant with 4 years' experience in FMCG, skilled in reconciliations, payroll and month-end reporting. Reduced reporting time by 30% by automating Excel templates.]

WORK EXPERIENCE

[Job title] · [Company name], [City]

[Month Year] – Present

- [Achievement with a number: e.g. Prepared monthly accounts for 3 branches, closing books 5 days earlier]
- [Responsibility that matches the job you want]
- [Tool or skill used: e.g. Sage, QuickBooks, Excel pivot tables]

[Job title] · [Company name], [City]

[Month Year] – [Month Year]

- [Achievement with a number]
- [Responsibility]

EDUCATION

[B.Sc. Accounting — Second Class Upper] · [University name]

[Year] – [Year]

- [Relevant project, award or position — optional]

SKILLS

[Skill 1] · [Skill 2] · [Skill 3] · [Skill 4] · [Software] · [Language: English, Yoruba, Hausa, Igbo...]

CERTIFICATIONS & TRAINING

- [ICAN / ACCA / CIPM / Google Data Analytics ... — Year]
- [NYSC — Completed, Year]

REFERENCES

Available on request.

[YOUR NAME]

[Job title]

CONTACT

[0803 000 0000]
[you@email.com]
[City, State]
[LinkedIn / portfolio link]

SKILLS

[Skill 1]
[Skill 2]
[Skill 3]
[Skill 4]
[Skill 5]

TOOLS

[Excel / Canva / Figma ...]
[Tool 2]
[Tool 3]

LANGUAGES

[English — fluent]
[Igbo / Yoruba / Hausa ...]

INTERESTS

[e.g. Volunteering, chess, football]

PROFILE

[A short, confident summary: who you are, your strongest skills, and what you want to do next. Keep it to 3–4 lines and tailor it to each job.]

EXPERIENCE

[Job title] · [Company], [City]
[Month Year] – Present

- [Result with a number — e.g. Grew Instagram followers from 2k to 15k in 6 months]
- [Key responsibility]
- [Key responsibility]

[Job title] · [Company], [City]
[Month Year] – [Month Year]

- [Result with a number]
- [Key responsibility]

EDUCATION

[Degree / HND / OND / SSCE] · [School]
[Year]

- [Grade or relevant coursework — optional]

CERTIFICATIONS

- [Certificate — Issuer — Year]
- [NYSC — Completed, Year]

[YOUR NAME]

[Trade: e.g. Licensed Electrician · Solar & Inverter Installer]

[Phone / WhatsApp]
[Email]
[Areas covered: Lekki, Ajah, VI]
[NGLancer profile link]

ABOUT ME

[2–3 lines: years in the trade, what you specialise in, and why customers trust you. Example: 8 years installing and maintaining residential and office electrical systems. Known for neat work, safety and on-time completion. 150+ five-star jobs.]

SERVICES I OFFER

- ✔️ [House wiring & rewiring]
- ✔️ [Fault finding & repairs]
- ✔️ [CCTV & security lights]
- ✔️ [Inverter & solar installation]
- ✔️ [Distribution board upgrades]
- ✔️ [Maintenance contracts]

WORK EXPERIENCE

[Self-employed / Lead technician] · [Business name or company], [City]
[Year] – Present

- [Number of jobs completed, types of clients (homes, offices, estates)]
- [Big project: e.g. Wired a 4-unit block of flats in Ikorodu, completed in 3 weeks]

[Apprentice / Assistant] · [Master / company]
[Year] – [Year]

- [What you learnt and did]

TRAINING & CERTIFICATES

- [Trade test certificate / NABTEB / City & Guilds — Year]
- [Safety training / manufacturer certification — Year]

TOOLS & EQUIPMENT I OWN

[e.g. Multimeter, insulation tester, drilling machine, ladder, safety gear]

WHAT CUSTOMERS SAY

"[Short review from a happy customer]" — [Name, Area]

REFERENCES

[Name — relationship — phone] · [Name — relationship — phone]

How to use your CV templates

WHICH TEMPLATE SHOULD I USE?

- Classic — any job; safest choice for banks, government, oil & gas, accounting and law.
- Modern (two-column) — creative, tech, marketing, sales and customer service roles.
- Graduate — fresh graduates, NYSC members, interns and first jobs.
- Artisan & technician — electricians, plumbers, mechanics, tailors, caterers, makeup artists and other trades.
- Executive — managers and senior professionals with 8+ years of experience.

HOW TO FILL IT IN

- Replace every [bracketed] text with your own details, then delete anything you don't need.
- Keep it to 1 page (2 pages maximum for experienced people).
- Start each bullet with an action word: led, managed, created, increased, reduced, organised, trained, installed.
- Add numbers wherever you can: "served 60 customers a day", "cut costs by 15%", "completed 120 jobs".
- Tailor your summary and skills to each job ad — use the same keywords the employer uses.

WHAT TO LEAVE OUT

- Your photo (unless the employer asks), age/date of birth, religion, state of origin, marital status and tribe — they're not needed and can lead to unfair judgement.
- Long lists of hobbies, primary school details and "References: Mr X, my uncle".
- Unprofessional email addresses — create one like firstname.lastname@gmail.com.

BEFORE YOU SEND

- Check spelling and grammar twice; ask a friend to read it.
- Save as PDF: File → Save As → PDF, and name it "Firstname-Lastname-CV.pdf".
- Send it with a short cover letter (three templates included) or a polite email body.

End of the free sample

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