

CV Writing Guide

Structure · Personal Statement · Dos and Donts

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Welcome to your CV Writing Guide

A great CV gets you noticed. Here is exactly how to structure and write one that stands out.

1. What is a CV?

A CV (Curriculum Vitae) is a document that summarises your education, skills, experience and achievements. For university applications, it shows admissions teams who you are beyond your grades.

2. The Basic CV Structure

Section: Personal Details

Full name, email address, phone number, city/state. No photo needed. No date of birth required.

Section: Personal Statement

150-250 words. Who are you? Why this course? What makes you a great candidate? This is the most important section.

Section: Education

List your school(s), years attended, and qualifications. Include WAEC/NECO grades, JAMB score.

Section: Skills

Soft skills (communication, leadership, teamwork) and hard skills (computer literacy, languages spoken).

Section: Extracurricular Activities

Clubs, sports, positions held, community involvement. Shows you are well-rounded.

Section: Achievements & Awards

Academic prizes, competition wins, recognition. Even small wins count!

Section: References

Usually "Available upon request" — a teacher or school counsellor is ideal.

3. Writing a Strong Personal Statement

Use this simple 3-part structure:

- Part 1 (Who you are): Introduce yourself and your passion for the subject
- Part 2 (Evidence): Give specific examples — what have you done that shows your interest?
- Part 3 (Future): What do you hope to achieve? Why this university/course?

Example opening line:

"From a young age, I have been fascinated by the way numbers explain the world around us — this curiosity has driven my passion for Mathematics and my desire to pursue it at degree level."

4. CV Dos and Don'ts

DO:

- Keep it to 1-2 pages maximum
- Use clear, professional language
- Be specific — use numbers and examples where possible
- Proofread carefully — no spelling mistakes!
- Tailor it to each application

DON'T:

- Lie or exaggerate — it will catch up with you
- Use fancy fonts or excessive colours
- Include irrelevant personal info
- Use the same CV for every application without editing

Want a professionally written CV and personal statement? Let Jasper Space write it for you — tailored, polished and ready to impress. Book the CV Package today!
