

THE GHANA JOB APPLICATION KIT

CV Templates • Cover Letters • Interview Answers
Salary Negotiation • 7-Day Job Search Plan

Everything you need to apply with confidence and get called for
interviews.

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Welcome & How To Use This Kit

Most job applications are rejected in under 30 seconds. Not because the person is unqualified, but because the CV is messy, the email is careless, or the cover letter says nothing. This kit fixes that.

How to use it:

- Copy the CV template into Word or Google Docs. Fill in your details. Save as PDF.
- Pick the cover letter that fits your situation and edit the brackets [].
- Practise the interview answers **out loud** until they sound like you.
- Follow the 7-day plan on the last pages and send at least 5 applications per week.

Golden rules for Ghana job applications

- Keep your CV to **1 page** (2 pages maximum if you have 5+ years of experience).
- Use a professional email such as firstname.lastname@gmail.com. Never nicknames.
- Use a clear file name: **Kwame_Mensah_CV.pdf**, not 'new cv final 2.docx'.
- Always tailor the first lines of your cover letter to the specific job.
- Use a passport-style photo only if the employer asks or the sector expects it. Otherwise leave it out.
- Include two referees, and always ask their permission first.
- Proofread twice. Read it aloud. Ask a friend to check it.
- Never lie about qualifications. Employers do verify.

Part 1: The CV Template

Copy this layout exactly. Replace everything in [brackets].

[FULL NAME]
[Phone: 024X XXX XXXX] | [Email] | [Town/City, Ghana] | [LinkedIn link, optional]

PROFESSIONAL SUMMARY
[Job title/field] with [X years / recent graduate] experience in [skill 1], [skill 2] and [skill 3]. Proven ability to [key achievement]. Seeking to contribute to [Company/Type of company] as a [target role].

EXPERIENCE
[Job Title] - [Company], [Town] [Month Year - Month Year]
- [Achievement with a number: e.g. Increased weekly sales by 25%]
- [Responsibility + result: e.g. Handled 40+ customers daily with 95% satisfaction]
- [Tool/skill used: e.g. Managed inventory in Excel, cutting stock errors]

EDUCATION
[Degree/Certificate] - [Institution] [Year]
[WASSCE/SHS] - [School] [Year]

SKILLS
[Microsoft Excel] | [Customer service] | [Communication] | [Social media]

CERTIFICATIONS / NSS (if any)
[Certificate name, Issuer, Year]
[National Service - Institution, Year]

REFEREES
[Name, Title, Company, Phone] | [Name, Title, Company, Phone]

Make your bullet points powerful

Weak: *'Responsible for sales.'*

Strong: *'Sold GHS 12,000 worth of products monthly, exceeding target by 18%.'*

Formula: **Action verb + what you did + result (with a number)**. Good verbs: managed, led, increased, reduced, organised, trained, designed, delivered, negotiated, launched.

No experience? Do this

- Put **Education** above Experience.
- List school projects, leadership roles (class prefect, club executive), volunteering, church or community work.
- Add skills you can prove: Excel, typing speed, Canva, social media, languages you speak.
- Include NSS posting, internships or attachment, even if unpaid.

Part 2: Ready-To-Use Cover Letters

Letter A: Fresh graduate / no experience

Dear [Hiring Manager's Name / Hiring Manager],

I am writing to apply for the [Job Title] position advertised on [where you saw it]. I recently graduated with a [Degree] from [University], and I am eager to start my career with [Company].

During my studies I [one specific project or achievement], which taught me [skill relevant to the job]. I also volunteered as [role], where I [result]. These experiences prepared me to learn fast and deliver under pressure.

What attracts me to [Company] is [one true, specific reason]. I would love the opportunity to discuss how I can support your team.

Thank you for your time. My CV is attached, and I can be reached on [phone number].

Yours sincerely,
[Full Name]

Letter B: Experienced applicant

Dear [Name],

With [X] years of experience in [field], including [biggest achievement with number], I am confident I can help [Company] [achieve specific goal from job advert].

In my current role at [Company], I [key responsibility] and [second achievement]. I am skilled in [skill 1], [skill 2] and [skill 3], which match the requirements in your advert.

I would welcome the chance to talk about how I can contribute. Kindly find my CV attached.

Yours sincerely,
[Full Name] | [Phone]

Letter C: Changing careers

Dear [Name],

After [X] years in [old field], I am moving into [new field] because [genuine reason]. My background has given me strengths that transfer directly: [skill 1], [skill 2] and [skill 3].

Recently, I completed [course/project] in [new field] and [what you did with it]. I am ready to bring the same discipline to [Company].

I would appreciate an opportunity to meet you. CV attached.

Yours sincerely,
[Full Name]

Part 3: Email & Message Templates

Job application email

Subject: Application for [Job Title] - [Your Full Name]

Dear Hiring Manager,

Please find attached my CV and cover letter for the [Job Title] position. I am available for an interview at your convenience.

Thank you for your consideration.

Kind regards,
[Full Name]
[Phone number]

Follow-up email (send after 5-7 days of silence)

Subject: Follow-up: [Job Title] Application - [Your Name]

Dear [Name],

I applied for the [Job Title] role on [date] and wanted to confirm you received my application. I remain very interested and would be glad to provide any additional information.

Kind regards,
[Full Name] | [Phone]

Thank-you message after an interview (send within 24 hours)

Dear [Name],

Thank you for meeting me today about the [Job Title] role. I enjoyed learning about [something specific discussed], and I am even more excited about the opportunity to contribute.

Kind regards,
[Full Name]

WhatsApp / LinkedIn message to a recruiter

Good day [Name]. My name is [Full Name], a [profession] with [X years/recent graduate] experience in [field]. I saw your opening for [role] and would love to be considered. May I send my CV here or by email? Thank you.

Part 4: Interview Questions & Model Answers

Never memorise word-for-word. Understand the structure, then use your own real examples.

1. Tell me about yourself.

Use **Present, Past, Future**. 'I am a [profession] with [X] years in [field]. Previously I [key achievement]. I'm now looking for a role where I can [goal], which is why I'm excited about this position.' Keep it under 90 seconds.

2. Why do you want to work here?

Mention something specific: their product, reputation, growth or values. 'I have followed [Company] because [reason]. My skills in [skill] match what you need, and I want to grow with an organisation that [value].'

3. What are your strengths?

Pick 2 that match the job and prove each with a story. 'I'm very organised. In my last role I managed 3 deadlines at once and delivered all on time.'

4. What is your weakness?

Choose a real, fixable weakness and show progress. 'I used to struggle with public speaking, so I joined [group/course] and now I present weekly.' Never say 'I work too hard.'

5. Why should we hire you?

'You need someone who can [main job requirement]. I have [proof/experience], I learn quickly, and I take ownership of results.'

6. Describe a time you solved a problem.

Use **STAR**: Situation, Task, Action, Result. Always end with a measurable result.

7. Where do you see yourself in 5 years?

'I want to become an expert in [field] and take on more responsibility, ideally growing within this company.'

8. Why did you leave your last job?

Stay positive. 'I gained valuable experience, and I am now seeking greater challenges and growth.' Never insult a former employer.

9. How do you handle pressure or a difficult colleague?

'I stay calm, prioritise tasks, and communicate early. With difficult colleagues, I talk privately, listen first, and focus on the shared goal.'

10. What are your salary expectations?

See the negotiation script in Part 5. Do research first.

11. Are you willing to work extra hours / relocate?

Be honest. 'Yes, when the work requires it. Could you tell me what the typical schedule looks like?'

12. Do you have any questions for us?

ALWAYS say yes. Ask: 'What does success look like in the first 90 days?' 'What are the biggest challenges of this role?' 'What are the next steps in the process?'

Interview day checklist

- Arrive 15 minutes early. Plan for Accra traffic and rain.
- Dress one level above the company's dress code.
- Carry printed CV copies, original certificates, ID and a pen.
- Smile, greet everyone, keep eye contact, and switch your phone to silent.
- For video interviews: test internet, use a quiet room and good light.

Part 5: Salary Negotiation Scripts

Research the typical range for your role in Ghana by asking people in the field, checking job adverts and recruiters, and using salary discussions on LinkedIn.

When they ask your expectation

'Based on my research and the responsibilities of this role, I am looking at GHS [X] to GHS [Y]. I am open to discussing the full package, including allowances and growth opportunities.'

When the offer is too low

'Thank you, I'm excited about the role. Given my experience in [skill/achievement], I was hoping for something closer to GHS [amount]. Is there flexibility?'

Negotiate beyond salary

- Transport or fuel allowance
- Health insurance
- Data or airtime allowance
- Performance bonus
- Training and certifications
- Flexible or remote days
- Salary review after 6 months

Part 6: Where To Look For Jobs

- LinkedIn: turn on 'Open to Work' and connect with recruiters.
- Ghana job boards such as Jobberman Ghana and similar sites.
- Company websites: check the Careers page of banks, telecoms, NGOs and mining companies.
- WhatsApp and Telegram job groups (verify before sending money or documents).
- Referrals: tell friends, family, church and alumni you are job hunting. Most jobs come from people.
- NGO and international job listings for remote and overseas roles.

Scam warning

A real employer never asks you to pay for a job, interview, or 'processing fee'. Be careful with offers that seem too good to be true, and check that the company really exists.

Part 7: Your 7-Day Job Search Plan

Day 1	Write your CV using the template. Get one person to review it.
Day 2	Create or update LinkedIn. Add photo, headline and summary.
Day 3	Write your master cover letter. List 20 target companies.
Day 4	Apply to 5 jobs. Send tailored emails.
Day 5	Message 5 recruiters or people in your field on LinkedIn/WhatsApp.
Day 6	Practise the 12 interview answers out loud. Record yourself.
Day 7	Apply to 5 more jobs, follow up on Day 4 applications, and plan next week.

Final word

Job hunting is a numbers game. Every 'no' gets you closer to a 'yes'. Keep improving, keep applying, and stay consistent. Wishing you success!

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