

# RESUMES

How to create a Resume & Cover Letter



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# Creating a Strong Resume

**A resume is a brief, informative summary of your abilities, education and experience.**

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It should highlight your strongest assets and skills relevant to the job for which you are applying, and differentiate you from other candidates seeking similar positions. Although it alone will not get you a job or internship, a good resume is an important element toward obtaining an interview.

Tailor your resume to the type of position you are seeking. This does not mean that all of your experience must relate directly, but your resume should reflect the kind of skills the employer would value.

# Resume Language TIPS;

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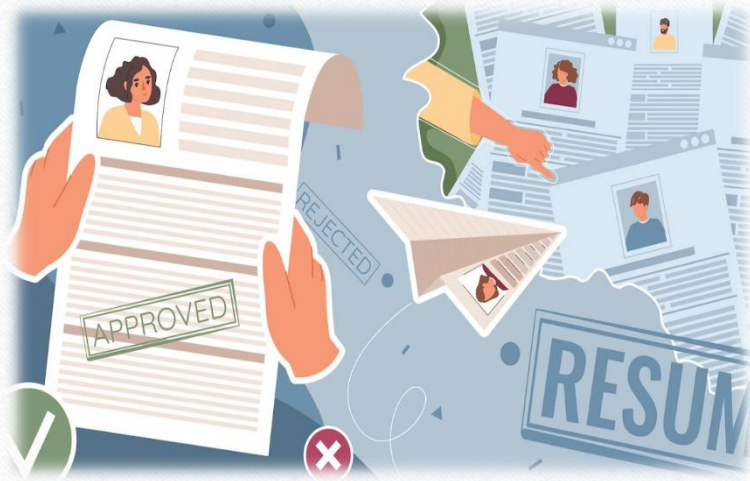
## **A resume Language should be:**

- Specific rather than general
- Active rather than passive
- Written to express not impress
- Articulate rather than "flowery"
- Fact-based (quantify and qualify)
- Written for people who scan quickly



# Resume MISTAKES

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- Spelling and grammar errors
- Missing email and phone information
- Using passive language instead of “action” words
- Not well organized, concise, or easy to skim
- Not tailored to the position or industry

# THE DO's & DON'T's of Resume Making

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# THE DO's;



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## **Highlight Your Most Relevant Experiences**

Rule #1 of resume writing is that you should be turning in a different version for each role you apply to, tailored and targeted to the position.

After all, your resume should demonstrate you have the specific set of skills, experience, and accomplishments necessary to do the job, not just a set. Make it easy for the hiring manager to see why you're the right fit.

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# THE DO's;



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## **Consider a Summary Statement**

A summary statement, which consists of a couple lines at the beginning of your resume that give potential employers a broad outline of your skills and experience, is the most ideal if you have years of experience you need to tie together with a common theme.

It is also good if you have a bunch of disparate skills and want to make it clear how they fit together.

# THE DO's;



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## Make sure to include your Soft Skills

Make sure each bullet point describes a skill the employer is looking for, then use facts and figures to show (not tell) just what a “team leader” or “effective communicator” you are.

**Example;** *“Developed and independently initiated new mentorship program to alleviate high turnover of new staff members, resulting in the matching of 23 mentor-mentee pairs and a significant reduction in staff turnover.”*



# THE DO's;



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## **Do Include Personal Accomplishments**

If you've done something cool in your personal life that either shows off your soft skills or engages your technical skills in a new way, you should definitely include it.

Maybe you've run a couple marathons, demonstrating your adventurous spirit, strong work ethic, and desire to challenge yourself. Or you've won some tournaments, which shows you're a quick thinker and good with numbers.

# THE DO's;



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## Use Proper English

Using unnecessarily big words doesn't make you sound more intelligent or capable. Not only are employers totally aware of what you're trying (and failing) to do but *resume speak* can obscure your real experience.

So, instead of “utilized innovative social media technique to boost readership and engagement among core demographic” say, “posted on Twitter three times a day and brought over 1000 followers.

# THE DO's;



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## Include Your Contact Info

Pretty basic, but you would be surprised how many job seekers put together an amazing resume and then don't include enough information. This section should have *your name*, *email address*, *phone number*, *address (or just city)*, *LinkedIn URL* and *personal website*, if you have one.

Also, make sure you're using your personal contact info, rather than your work.

# THE DONT's;



## **Freak Out if You Have No Relevant Experience**

Whether you're fresh out of school, college or switching to a brand-new industry, you can help your lack of relevant work experience by listing your transferable skills, related side projects, and relevant coursework.



# THE DONT's;



## Include Obvious Skills

Because everyone assumes you know how to use Microsoft Word. And the internet. Use your valuable resume space to highlight skills that actually make you stand out.



# THE DONT's;

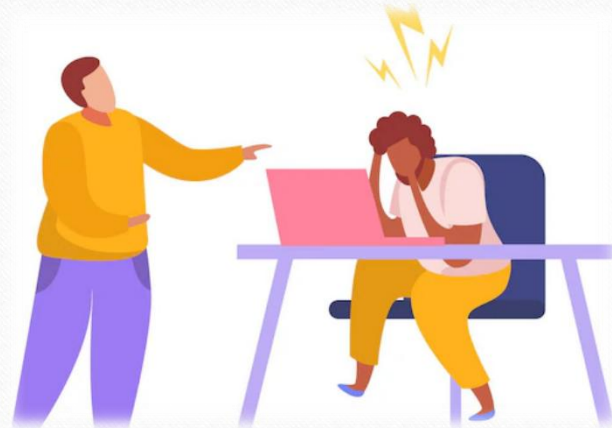
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## Use Clichés or Jargon

Because employers are really, really tired of seeing descriptions like *hard worker* or *team player* on resumes.

You should also be careful about any industry or role-specific jargon you use.





# THE DONT's;



## **Spend All Your Time on the Design**

While making your resume look nice is important, employers say that job seekers spend far too much time worrying about it (that is, unless you're working in a design field).

Focus on the content, make sure the right information is highlighted, and just make sure it looks nice enough to make the information easy to digest.

# THE DONT's;



## Use More Than 2 Fonts

It's best to stick to one basic font.

Unless you're a designer, it's easy to choose fonts that clash or are distracting.



# THE DONT's;

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## Send it as a Word Document

Sending your resume off as a .doc file will most likely result in all of this careful formatting getting messed up when the recruiter opens the file.

Save your final version as a PDF to make sure everything stays just as is. Also make sure to proofread before saving as PDF.

# ACTION VERBS for your RESUME

## Leadership

Accomplished	Achieved	Administered	Analysed	Assigned
Contracted	Coordinated	Developed	Delegated	Directed
Evaluated	Executed	Handled	Headed	Impacted
Improved	Led	Mastered	Organized	Oversaw
Planned	Predicted	Produced	Proved	Recommended
Reorganized	Reviewed	Scheduled	Spearheaded	Strengthened

# ACTION VERBS for your RESUME

## Communication

Addressed	Directed	Lectured	Promoted	Spoke
Arbitrated	Documented	Mediated	Publicized	Suggested
Arranged	Edited	Moderated	Reconciled	Synthesized
Collaborated	Formulated	Negotiated	Recruited	Translated
Convinced	Influenced	Persuaded	Reported	Verbalized
Developed	Interpreted	Presented	Rewrote	Wrote

# ACTION VERBS for your RESUME

## Technical

Assembled	Engineered	Overhauled
Built	Fabricated	Programmed
Calculated	Installed	Remodeled
Computed	Maintained	Repaired
Designed	Operated	Solved
Devised	Optimized	Upgraded



# ACTION VERBS for your RESUME

## Creative

Acted	Customized	Founded	Invented	Revised
Composed	Designed	Illustrated	Originated	Revitalized
Conceived	Developed	Initiated	Performed	Shaped
Conceptualized	Directed	Instituted	Planned	Visualized
Created	Established	Integrated	Published	
Customized	Fashioned	Introduced	Redesigned	

# ACTION VERBS for your RESUME

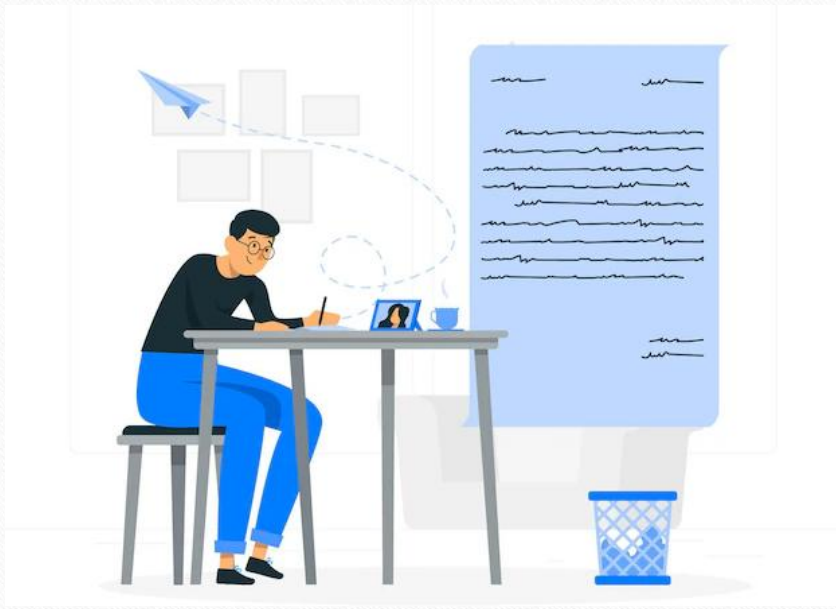
## Helping

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Assessed	Diagnosed	Guided	Rehabilitated
Assisted	Educated	Motivated	Represented
Clarified	Enhanced	Participated	Served
Coached	Expedited	Proposed	Supported
Counseled	Facilitated	Provided	
Demonstrated	Familiarized	Referred	

# COVER LETTERS

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# Writing an EFFECTIVE cover letter

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Your cover letter is a writing sample and a part of the screening process. By putting your best foot forward, you can increase your chances of being interviewed.

A good way to create a response-producing cover letter is to highlight your skills or experiences that are most applicable to the job or industry and to tailor the letter to the specific organization you are applying to.

# GENERAL RULES ON LETTERS

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# General RULES on cover letters.

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- Address your letters to a specific person if you can.
- Tailor your letters to specific situations or organizations by doing research before writing your letters.
- Keep letters concise and factual, **no more than a single page**. Avoid flowery language.



# General RULES on cover letters.

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- Give examples that support your skills and qualifications.
- Put yourself in the reader's shoes. What can you write that will
- convince the reader that you are ready and able to do the job?
- Don't overuse the pronoun "I".

# General RULES on cover letters.

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- Remember that this is a marketing tool. Use lots of action words.
- Have an OCS adviser provide feedback, when possible.
- If converting to a .pdf, check that your formatting translated correctly.
- Reference skills or experiences from the job description and draw connections to your credentials.

# General RULES on cover letters.

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- Make sure your resume and cover letter are prepared with the same font type and size.



# ZAINABU IBRAHIMU SEIPH

[zainabubrahimu200@gmail.com](mailto:zainabubrahimu200@gmail.com) | Mobile: +255 682 231 191

## OVERVIEW

I am a highly motivated medical student with an unwavering commitment to learning and personal growth. Possessing a diverse skill set in collaborative teamwork, leadership, and community development, I am dedicated to improving the health and well-being of individuals and communities. Known for my passion and adaptability, I consistently foster confidence and drive innovation within teams and organizations. With an entrepreneurial spirit and experience in medical research, I am poised to make a transformative impact in the field of healthcare.

## EDUCATION

**Kilimanjaro Christian Medical University College (KCMC)** | Moshi, Tanzania **2021 - 2026 (Expected)**  
Doctor of Medicine | Current Second Year  
Current GPA: 4.3

**Tabora Girls' High School** | Tabora, Tanzania **2015 - 2021**  
Major: Physics, Chemistry & Biology (PCB)  
Score: Division 1.80  
Awards: Best Student in Discipline (2019/2020), Best Student in Cleanliness (2019/2020), Certificate of Excellence in Speech Presentation (2019)

**Tabora Girls Secondary School** | Tabora, Tanzania **2011 - 2014**  
Major: Physics, Chemistry & Biology (PCB)  
Score: Division 1.10  
Awards: Best Student in Academics (2014), Best Student in Chemistry (2018)

## EXPERIENCE

**Unite the World with Africa Foundation** | Tanzania **2019 - Present**

### Unite Scholar

- Secured a fully-funded scholarship for A-Level studies at Tabora Girls' High School and KCMC.
- Actively participated in a comprehensive one-week soft-skills training seminar, honing leadership, communication, and professional abilities.
- Initiated and led a Unite Scholars Garden, providing local nourishing produce
- Demonstrated exceptional entrepreneurial skills, qualifying for a business loan and successfully establishing a thriving business venture.

**Kilimanjaro Christian Medical University College (KCMC)** | Moshi, Tanzania **November 2022**  
*Volunteer and Exhibitor, HIV Week Event*

- Spearheaded a campaign on AIDS prevention, effectively honoring the lives lost to AIDS while promoting prevention strategies.
- Actively participated in a campaign to offer free testing services to visitors and students to foster disease awareness and early detection.
- Appointed to the organizing committee of HIV Week, contributing to the planning and seamless coordination of the high-impact event.

# ZAINABU IBRAHIMU SEIPH

[zainabubrahimu200@gmail.com](mailto:zainabubrahimu200@gmail.com) | Mobile: +255 682 231 191

**World Vision & UNICEF** | Kigoma, Tanzania

**2013 - 2014**

### Voice of the Children Radio Program

- Developed and delivered impactful radio segments promoting children's rights, combating child labor and challenging traditional customs that undermine the rights of children in Tanzania.

## LEADERSHIP & TRAINING

**Aspire Leaders Program** | Harvard Business School

**May - October 2023 (Expected)**

### Member

- Participated in an ongoing multi-stage leadership program, enabling growth in leadership skills and community impact training.
- Engaged in live faculty seminars on topics including research and public health emergencies.

**Prevention and Combating of Corruption Bureau Club** | Tabora Girls High School

**2019 - 2021**

### General Secretary

- Spearheaded impactful discussions to raise awareness about the detrimental effects of corruption within our communities and nation.
- Wrote and delivered a speech on corruption to 600+ students at an all-school assembly, educating peers about the consequences and harms of corruption.

**All We Can Club** | Tabora Girls High School

**2019 - 2021**

### General Secretary

- Successfully revived and revitalized the club at Tabora Girls High School, fostering a dynamic and engaging environment.
- Expanded club membership by creating a platform for students to network, promote inclusivity, and advocate for students with disabilities.

**Unite Youth Ambassador Program** | Unite the World with Africa Foundation

**May - July 2020**

### Youth Ambassador and Scholar

- Engaged in an international initiative pairing students in Tanzania with those in American universities, fostering enduring friendships and exploring academic, cross-cultural, and creative subjects of mutual interests amid the COVID-19 crisis.
- Co-led a team of 4 in developing academic challenges and creative pursuits to ensure continuous scholastic engagement during the pandemic.

**Unite Blessings Project** | Unite the World with Africa Foundation

**April 2020**

### Youth Participant

- Co-implemented an initiative to provide essential relief items, including food, masks, sanitizers, and soaps, to vulnerable communities during the COVID-19 crisis.
- Individually provided items such as maize flour, meat, fish, and fruits to over 20 families.

**Tanzania Albinism Association & Asante Mariam** | Dar es Salaam, Tanzania

**2019**

### Seminar Participant and Delegate

- Attended the International Conference on Albinism in Dar es Salaam, which convened representatives from more than 20 countries to address critical issues related to albinism.
- Actively engaged in seminar sessions focused on raising awareness about albinism in Tanzania and advocating for the elimination of discrimination and stigmatization.

**Make Extra Serve Many (MESM)** | Tabora Girls Secondary School

**June 2020 - July 2021**

### Project Lead

# THANK YOU!!

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2024

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