CV & Cover Letter Templates (Kenya)

A clean CV layout, a cover letter template and tips that help you get shortlisted.

CV layout (1 to 2 pages)

Section	What to write
Name & contacts	Full name, phone, professional email, town, LinkedIn (optional)
Profile	2 to 3 lines: who you are, your key skills, the role you want
Key skills	6 to 8 skills matching the job advert (e.g. customer service, Excel, sales, driving licence class)
Experience	Most recent first: role, employer, dates, 3 to 5 bullet results
Education	Highest first: institution, course, year, grade
Certificates	Short courses, attachments, volunteering
Referees	2 to 3 referees with permission, or "Available on request"

Write results, not duties

Instead of	Write
Responsible for sales	Increased monthly shop sales by serving 60+ customers a day and upselling accessories
Did data entry	Entered and checked 300 records weekly with zero errors in audits
Handled customers	Resolved customer complaints on calls and WhatsApp, keeping a 4.8/5 rating

Cover letter template

Dear Hiring Manager,

I am applying for the [Job Title] role advertised on [where you saw it]. I have [X years / experience] in [field], where I [one strong result].

In my role at [Employer], I [skill 1 with example] and [skill 2 with example]. I am excited about [Company] because [specific reason].

I would welcome the chance to discuss how I can contribute. Thank you for your consideration.

Yours faithfully, [Name] — [Phone]

Before you send

- Match keywords from the advert in your profile and skills.
- Save and send as PDF named "Firstname-Lastname-CV.pdf".
- Use a professional email address.
- Never pay to apply or to be "guaranteed" a job.
- Follow up politely after one week if you hear nothing.