



**INSTITUTE OF  
CHARTERED SECRETARIES & ADMINISTRATORS**

**GRADUATES FORUM**

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*GETTING IN AND GETTING AHEAD*  
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# THE ICSAN MEMBER

- Vision - To be the foremost professional institution in Nigeria in the area of corporate and public governance administration.
- The ICSAN member is a professional.
- To be a professional is to be competent, skillful and with integrity.

# GETTING IN – THE CV (Do's)

- A CV is a **“Candidate’s Calling Card”**.
- Maximum of 2 to 3 pages.
- Achievements.
- Functional phone numbers.
- Proper document name e.g. *“My Name CV”*.
- Professional email e.g. *“namesurname@\*.com”*.

# GETTING IN – THE CV (DONT'S)

- Above three pages.
- Errors.
- Inaccuracies.
- Job descriptions.
- Physical addresses.
- Unusual email e.g. “fynegal@\*.com”.

# GETTING IN – THE INTERVIEW

- Confirm receipt of the invitation to the interview.
- Arrive at least 15 minutes early.
- Inform the interviewer of cancellation or lateness.
- The interview starts at arrival, NOT at the meeting.
- Dress appropriately – it is not a social event.
- Research about the job and the company.
- Do not answer your phone and keep it on silent mode.
- Do not disparage your colleagues.

# GETTING AHEAD – ACTIONS & ATTITUDES.

- The “What” i.e. **competence**.
- The “How” i.e. **attitude**.
  
- Both are important, but **attitude** is more important.
  
- Competence (certifications and degrees) can be acquired, but only the correct attitude can apply them correctly.
  
- Without attitude, competence is limited.

# GETTING AHEAD – ACTIONS.

- A project is not completed until you have delivered.
- Quality work > promotions; quantity work > long service awards.
- Sanitise your social media presence.
- There are no mates in life – just peers in various situations.
- Set your values and goals – everyone's path is different.
- Keep updated with trends and developments in your industry.
- Take the initiative and venture outside your strict job function if required.

# GETTING AHEAD – ATTITUDES.

- Be open to feedback – appraisals are inevitable.
- Colleagues are not your friends.
- Be friendly with all, but friends with none.
- The office is not the playground.
- Connections can get you to the door, only you can walk in.
- Maintain professionalism at all times.



# GETTING AHEAD – CORRESPONDENCE (GENERAL).

- In all correspondence, use proper English.
- Using CAPS LOCK indicates shouting.
- How to use different fonts, alignment etc.
- Avoid slangs and abbreviations.
- Understand the differences between homonyms.
- Use punctuations properly.
- Use articles when required.
- Know when to use common or proper nouns.

# GETTING AHEAD – CORRESPONDENCE (MICROSOFT OFFICE).

- Proficiency with Microsoft Office Suite is inevitable.
- Each program has its use:
  - Word: for memos, texts and letters.
  - PowerPoint: for presentations.
  - Excel: for spreadsheets and calculations.
  - Outlook: for emails and appointments.

# GETTING IN & GETTING AHEAD

- **Don't be the reason you don't succeed.**
- **All the best in your career!**