# Job Hunting for Beginners – Nigeria

*Free for every job seeker. No catch.*

*A practical guide for Nigeria-based job seekers who are starting out and do not have formal work history yet. If every posting you find asks for experience you do not have, this guide is for you.*

## The honest starting point

Most remote postings ask for one or two years of experience, including many that call themselves entry level. That wall is real, and it is not a verdict on your ability. The way through it is not inventing experience. The way through it is counting what you already have, correctly, and presenting it the way employers read it.

## Experience is bigger than jobs

Employers want proof that you can do the work, show up, and finish things. Paid jobs are one kind of proof. They are not the only kind. Go through this list and write down everything that applies to you:

- **Projects.** Designs, posts, pages, or accounts you created or managed, even for a friend, a church or mosque, a school group, or a family business.
- **Volunteering.** Unpaid roles where you were trusted with real responsibility: ushering teams, event help, community programs, charity work, student associations.
- **Clubs and organizations.** Press clubs, debate societies, coding clubs, departmental associations, and any role where you held a title or ran an activity.
- **NYSC service.** If you completed national service, list what you actually did in your place of primary assignment. Duties and results count.
- **Internships and training.** SIWES placements, teaching practice, attachments, and apprenticeships are work experience. List them.
- **Informal work.** Selling online, helping customers in a family shop, tutoring younger students, typing or design jobs for neighbors. If someone relied on you, it counts.

## Name your tools

The most common beginner mistake we see in resume reviews: a skills section that names abilities and hides the tools behind them. “Graphic design” tells an employer almost nothing. The tools are the story. For every skill you claim, answer the question: using what?

- Design work: write “Designed social media graphics with Canva and Adobe Photoshop,” not just “graphic design.” Name your video editor too, such as CapCut, Premiere Pro, or InShot.

- Social media work: name the platforms and any scheduler or manager you used, such as Meta Business Suite, Buffer, or Hootsuite.
- Admin and virtual assistant work: name the tools you ran, such as Google Calendar, Gmail, Trello, Notion, or Calendly.
- Customer support work: name the channels and tools, such as live chat, email support, Zendesk, or Intercom.
- Office work: name Google Workspace or Microsoft Office tools you actually used, such as Docs, Sheets, Word, or Excel.
- School and project tools count. If you learned it and used it on real work, list it. Leave off any tool you could not open and use today.

## Build proof before you need it

Beginners get hired on evidence. A small body of finished work beats a long list of claims.

- **Create samples.** Make two or three sample pieces in the style of the jobs you want. Design: redo a flyer for a local business. Social media: draft a week of posts for a pretend brand. Virtual assistance: organize a sample week of calendar and inbox management. Customer support: write sample replies to the questions customers ask most.
- **Label honestly.** Label practice work as samples or personal projects. Honest labels protect you, and employers respect the initiative.
- **One link.** Put samples somewhere with one link: a Behance profile, a public Instagram page for your work, or a Google Drive folder with view access. One link goes on your resume and in applications that ask for a portfolio.
- **Start with your phone.** Your phone is enough to start. Most sample work for social media and design roles can be created on the phone you already own.

## A beginner resume that tells your story

- **Contact.** Name, phone, email, and your city and country. Remote employers screen for eligibility, so keep Nigeria visible.
- **Short summary.** Two or three lines: what you are targeting, your strongest tools, and one proof item. Skip vague lines about being a hard worker.
- **Skills.** Use the literal heading “Skills.” List skills with their tools, the way the Name Your Tools section describes.
- **Proof sections.** Use headings that fit what you have: “Projects,” “Volunteer Work,” or “Experience.” Put the strongest section first.
- **Education.** School name first, then the qualification. Add relevant coursework or your final project if it matches the jobs you want.

- **Keep it simple.** One column, standard headings, no design tricks. Applicant tracking systems read simple resumes correctly and mangle fancy ones. Our free guide, Making Your Resume Parser-Proof, shows the exact format.

## Where beginners actually get in

Search with beginner words: junior, entry level, trainee, intern, assistant, graduate. The lanes that hire beginners from Nigeria most often include virtual assistance, social media assistance, content moderation, customer support, and junior design. The boards worth your routine are in our companion guide, Remote Job Hunting – Nigeria: Jobberman, Indeed Nigeria, Jooble Nigeria, Careerjet Nigeria, Remote4Africa, and Yeshub.

- **Apply fast.** Experience is thin, so speed is your edge. Set alerts and apply within hours of a posting going live, not days.
- **Take the door roles.** A paid internship or traineeship with a real company is a door, not a detour. Six months of real work ends the no-experience problem permanently.
- **Match the words.** Mirror the posting's words in your resume. If the posting says "social media assistant," use that phrase where it honestly fits.

## A simple first month

- **Week 1.** Write your full inventory from the Experience Is Bigger Than Jobs list, rebuild your resume, and name every tool you use.
- **Week 2.** Create two or three samples and set up your one portfolio link.
- **Week 3.** Set job alerts on the boards above and apply every day with your tracked list: company, role, date, link, status.
- **Week 4.** Count what got replies, fix your keywords, refresh your samples, and keep the daily routine going.

## Watch out for

Beginners get targeted by scams harder than anyone, because scammers know you are eager for a first chance.

- No legitimate employer charges you for training, equipment, registration, or "processing" before you start. Any fee request ends the conversation.
- Be careful with recruiters who operate only through Telegram or WhatsApp and never name a real company.
- Commission-only roles have no guaranteed pay. They are a choice some people make, and they should never arrive as a surprise after you accept.
- Never pay for a "guaranteed placement." Nobody honest can guarantee you a job.

*Everyone with experience started with none. Write your proof down, apply fast, and keep going. Our free resume reviews are always open if you want a second pair of eyes on yours.*

*The JYNX Candidate Resource Team built this guide from actual candidate research.*

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