



2024/2025
SUCCESS EDITION

CAREER & BUSINESS GUIDE

- **500 JOB APTITUDE TEST (GMAT)**
- **INTERVIEW GUIDE (TOP 15 QUESTIONS)**
- **CV DESIGN & COVER LETTER**
- **50 STARTUP IDEAS & BUSINES PLAN TEMPLATE**



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EXECUTIVE SUMMARY

Career and Business Guide is a written book that gives you a step by step guide on how to start, stabilize and advance in your respective Career path or Business endeavors. This book was written to bridge the knowledge gap that has hindered many individuals from starting and advancing in a chosen career or business.

More so, the objective of this book is to ensure that undergraduates within tertiary institutions, graduates, employees and entrepreneur are well equipped with necessary and relevant information resource needed to start and advance their respective Career path or Business endeavors.

Furthermore, this book has been categorized and segmented into four sections for better understanding and this includes: Job Skill Aptitude Test, Interview Guide(Top 15Questions),CV Design and Cover Letter & 50 Startup Ideas accompanied with a Business Plan Template. Each section has been critically reviewed and properly articulated for better understanding.

Job Aptitude Skill test is a section that contains standardized question test bank and an answer key for prospective job applicant.

Interview Guide (Top 15 Questions) is a section that contains a set of possible interview questions and articulated responses for prospective respondent at an interview panel.

CV Design and Cover Letter section shows how to design and package a standard curriculum vitae accompanied with a cover letter. In this book, we have attached a Curriculum Vitae and Cover Letter templates for possible adoption.

50 Startup Ideas and Business Plan Template is a section that highlights different startup ideas accompanied a Business plan templates for your adoption.

In conclusion, without God in the decisions of life, there is no guidance. Accordingly this book has been written to guide you in your career and business

JOB APTITUDE SKILL TEST

G.M.A.T

(GENERAL. METHOD. APTITUDE. TEST)

- THE QUAUNTITATIVE SKILL TEST SECTION
- THE DIAGRAM SKILL TEST SECTION
- THE VERBAL REASONING SKILL TEST SECTION
- THE COMMUNICATION SKILL TEST SECTION
- THE MANAGEMENT SKILL TEST SECTION

Recommended For All Job Aptitude Skill Test
(Banks, Oil & Gas, Telecoms, Consulting, Audit, Tax.....)

JOB APTITUDE SAMPLE SKILL TEST

25 QUESTIONS

10 MINUTES

INSTRUCTION: CAREFULLY READ EACH QUESTION WITH A CERTAIN AMOUNT OF LOGICAL REASONING AND SOLVE FOR THE MOST APPROPRIATE ANSWER.

1. On a sale of \$120, a shop owner offered a payment plan comprising of a \$20 down payment and twelve monthly payment of \$10 each. What percentage of selling price did the customer pay as interest?

- (A) 13
- (B) 14
- (C) 15
- (D) 16
- (E) 17

2. The probability is $\frac{1}{2}$ that a certain coin will turn up heads on any given toss. If the coin is to be tossed four times, what is the probability that on at least one of the tosses the coin will turn up tails?

- (A) $\frac{1}{6}$
- (B) $\frac{1}{7}$
- (C) $\frac{1}{3}$
- (D) $\frac{7}{8}$
- (E) $\frac{15}{16}$

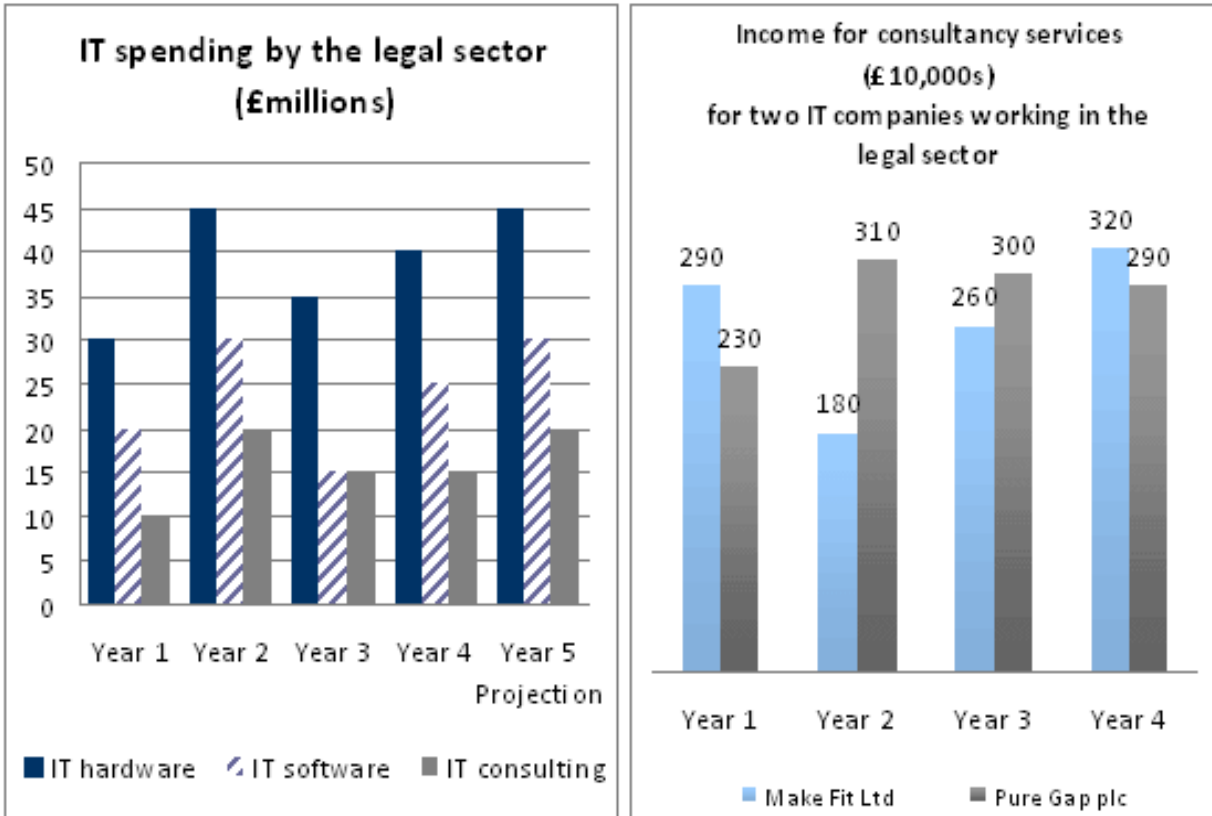
3. Three secretaries working together can efficiently type 36 pages of text in thirty minutes. If the typing speed of the secretaries are in a 4:3:2 ratios, what time would it take the slowest typing secretary working alone to do 52 pages of text?

- (A) 1 hour and 34 minutes
- (B) 2 hour and 45 minutes
- (C) 2 hours and 24 minutes
- (D) 3 hours and 15 minutes
- (E) 4 hours and 25 minutes

4. In a test conducted by Harvard, Joan had an average of 72 on her first four English test. After taking the next test, her average dropped to 70. Which of the following is her most recent test grade?

- (A) 58
- (B) 60
- (C) 62
- (D) 64
- (E) 66

JOB APTITUDE SAMPLE SKILL TEST



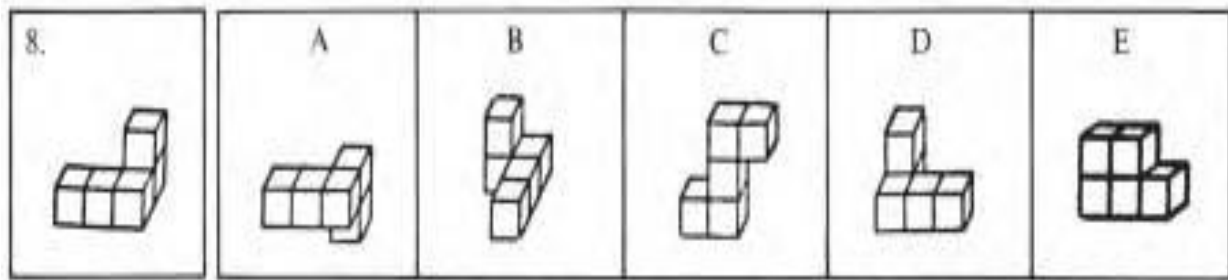
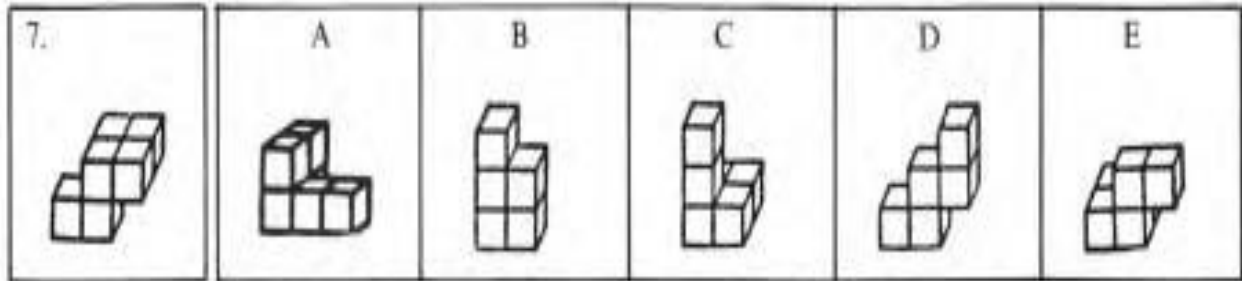
5. How much did Make Fit Ltd's income from consultancy services for Years 1 to Year 3 inclusive differ from Pure Gap plc's income over the same period?

- (A) £110 more
- (B) £110,000 less
- (C) £1,100,000 more
- (D) £110 less
- (E) £1,100,000 less

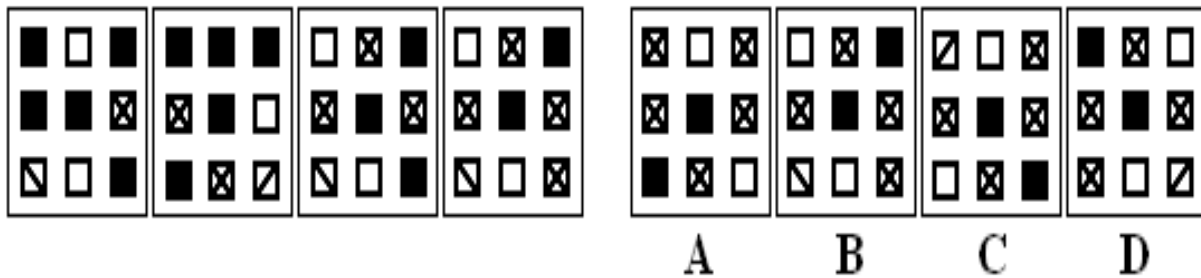
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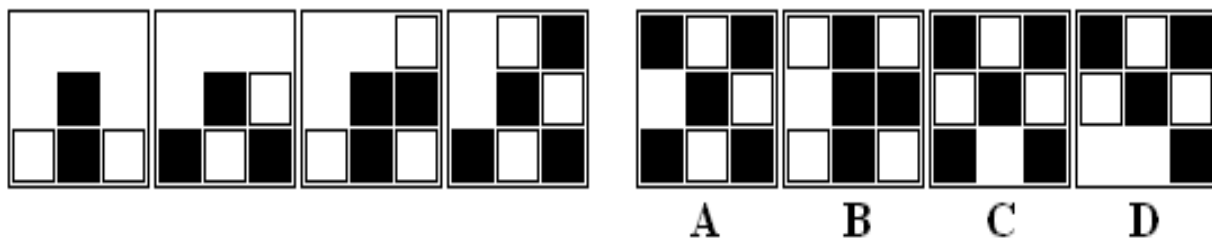
JOB APTITUDE SAMPLE SKILL TEST



9. Which figure completes this series?



10. Which figure completes this series?



JOB APTITUDE SAMPLE SKILL TEST

11. Choose the mirror image option which closely resembles the image given

EFFECTIVE

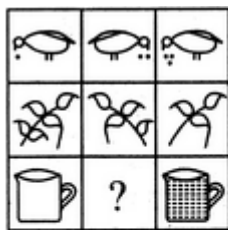
(1) EVITCEFFE

(2) EVITCEFFE

(3) EVITCEFFE

(4) EVITCEFFE

12. Select a suitable figure from the alternatives that would complete the matrix.



13. Analyze each of the two statements to determine whether it provides sufficient data to answer the question and, if neither suffices alone, whether both statements together suffice.

A company paid bonus of \$12,500 to each of its executive employees & \$7,250 to each of its nonexecutive employees. If 100 of the employees were nonexecutive, how many were executives?

(1) The company has a total of 120 employees.

(2) The total amount the company paid in bonuses to its employees

(A) Statement (1) ALONE is sufficient, but statement (2) alone is not sufficient to answer the question asked;

(B) Statement (2) ALONE is sufficient, but statement (1) alone is not sufficient to answer the question asked;

(C) BOTH statements (1) and (2) TOGETHER are sufficient to answer the question asked, but NEITHER statement ALONE is sufficient;

(D) EACH statement ALONE is sufficient to answer the question asked;

(E) Statements (1) and (2) TOGETHER are NOT sufficient to answer the question asked, and additional data specific to the problem are needed.

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JOB APTITUDE SAMPLE SKILL TEST

Passage

There are seven species of deer living wild in Britain. The Red Deer and the Roe Deer are native species. Fallow Deer were introduced by the Romans and, since the seventeenth century, have been joined by three other non-native species: Sika, Muntjac and Chinese Water Deer the ancestors of which have escaped from parks. In addition, a herd of Reindeer was established in Scotland in 1952. Most of the Red Deer in Britain are found in Scotland, but there are significant wild populations in south-west and north-west England, East Anglia and the north Midlands. Reddeer can interbreed with the introduced Japanese Sika deer and in some areas, hybrids are common.

14. All of the Red Deer in Britain are found in Scotland.

- a) True
- b) False
- c) Can't Say

15. Red Deer can interbreed with Fallow Deer.

- a) True
- b) False
- c) Can't Say

In an experiment conducted at a laboratory, 160 white mice were injected with Serum D. 160 other white mice were injected with a harmless sugar solution. In two weeks time 39% of the white mice, who were injected with Serum D contracted the highly contagious and often fatal disease, jungle fever. Hence, it can be concluded that jungle fever is caused by some elements similar to the elements in Serum D.

16. The above discussion would be weakened most severely in case it is shown that

- a) People contracting jungle fever are usually the victims of the bite of the South American Lesser Hooded Viper.
- b) One among the 160 white mice had already contracted jungle fever prior to the laboratory experiment.
- c) The natural habitat of white mice does not contain any of the elements found in Serum D.

JOB APTITUDE SAMPLE SKILL TEST

Reading Comprehension

But man is not destined to vanish. He can be killed, but he cannot be destroyed, because his soul is deathless and his spirit is irrepressible. Therefore, though the situation seems dark in the context of the confrontation between the superpowers, the silver lining is provided by amazing phenomenon that the very nations which have spent incalculable resources and energy for the production of deadly weapons are desperately trying to find out how they might never be used. They threaten each other, intimidate each other and go to the brink, but before the total hour arrives they withdraw from the brink.

17. The main point from the author's view is that:

- a) Man's soul and spirit cannot be destroyed by superpowers.
- b) Man's destiny is not fully clear or visible.
- c) Man's soul and spirit are immortal.
- d) Man's safety is assured by the delicate balance of power in terms of nuclear weapons.
- e) Human society will survive despite the serious threat of total annihilation.

18. A child should not be as being either very shy or over - aggressive.

- a) categorized
- b) instructed
- c) intoned
- d) distracted
- e) refrained

19. President Anwar el - Sadat of Egypt, disregarding criticism in the Arab world and in his own Government, accepted prime minister Menahem Begin's invitation to visit Israel in order to address the Israeli parliament.

- a) acrimonious - formally
- b) blemished - stiffly
- c) categorical - previously
- d) malignant - plaintively
- e) charismatic - meticulously

JOB APTITUDE SAMPLE SKILL TEST

20. Among the reasons for the decline of New England agriculture in the last three decades were the high cost of land, the pressure of housing and commercial development, and basing a marketing and distribution system on importing produce from Florida and California.

- a) basing a marketing and distribution system on importing produce from Florida and California
- b) basing a marketing and distribution system on the imported produce of Florida and California
- c) basing a system of marketing and distribution on the import of produce from Florida and California
- d) a marketing and distribution system based on importing produce from Florida and California
- e) a marketing and distribution system importing produce from Florida and California as its base

21. Like Byron at Missolonghi, Jack London was slowly killed by the mistakes of the medical men who treated him.

- a) Like Byron
- b) Like Byron's death
- c) Just as Byron died
- d) Similar to Byron
- e) As did Byron

22. A leadership style where the leader makes decision without consulting his or her subordinates is referred to as:

- a) Democratic leadership style
- b) Auto-democratic leadership style
- c) Autocratic leadership style
- d) None of the above

23. The following include the basic functions of management except:

- a) Organizing
- b) Planning
- c) Controlling
- d) Motivating

JOB APTITUDE SAMPLE SKILL TEST

24. It is said that individuals hold cash for various motives. The following are the various motives except:

- a) Transactionary motive
- b) Precautionary motive
- c) Speculative motive
- d) None of the above

25. A firm has Capital of Rs100,000; Sales of Rs. 50,000; Gross profit of Rs. 20,000 & Expenses of Rs10,000. What is the Net Profit Ratio?

- a) 40%
- b) 10%
- c) 20%
- d) 50%

ANSWER KEY

1	A	6	C	11	B	16	B	21	A
2	C	7	D	12	C	17	D	22	C
3	C	8	B	13	C	18	A	23	D
4	B	9	A	14	D	19	A	24	D
5	A	10	A	15	C	20	D	25	C

INTERVIEW GUIDE

The Interview Guide is a section that contains a set of possible interview questions and articulated responses for prospective job seekers in an interview panel. It demonstrates a practical approach in preparing and equipping prospective individuals with basic interview skills needed for a successful interview.

Sample Question

Tell me about yourself?

Start by way of introduction of yourself; names, Institution attended with dates (preferably tertiary), qualifications attained, your personality traits, career interest and why you are well qualified for the position.

Example: My name is Temitope Deborah, a graduate of Sociology from the prestigious University of Lagos. I graduated with a second class upper division in 2021. I am the first born from a family of 5, 26 years old, single, and from Lagos. I am an extrovert, easy to relate with, a goal getter with a keen eye for details.

CV DESIGN & COVER LETTER

CV otherwise known as CURRICULUM VITAE is a section that shows how to design, develop and package a good CV. The success of every job screening exercise depends on how well you can package and sell yourself.

The basic feature of any CURRICULUM VITAE includes personal profile/biodata information, career objective information, educational background information, career history or work experience, professional qualifications or affiliations, skill and competence attributes, extracurricular activities or hobbies and reference information. The arrangement of these features varies from one CV to another.

A cover letter on the other hand is a document sent with your curriculum vitae to provide additional information on your skills, experience and competency. A cover letter typically provides detailed information on why you are qualified for the job you are applying for.

Professionalism, effective communication style and layout or presentation style are the basic skills required for designing and packaging a good CV and a cover letter as evident in the templates included in the book.

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DEVELOPING A BUSINESS PLAN TEMPLATE

Strategic Business Plan template has various features which are broken down into the following sections:

- Executive Summary
- Your objective
- The target market
- Your company's products and services
- The business's marketing plan
- A competitive analysis
- Funding and budget allocation for your company's operations
- Your operational plans
- Financial Plans and Projections

For clarity, we have adopted a strategic business plan template for your usage. This template is subject to your personal modification.

50 LUCRATIVE BUSINESS STARTUP IDEAS

- Beauty Industry (Salon, Pedic, Manic, Barbing ETC)
- Clothing Line Business
- Cosmetic production/Dealers(e.g soap & candle making)
- Events Managers
- Interior/Exterior Decorations
- Laundry/Dry Cleaning Services
- Poultry Farming
- Restaurant/Catering Services
- Website Design/Editing
- Wig and Weavon Business