Guidelines for Submitting a Resume

The Resume is a standard component of most graduate and professional school applications.
- it should be no more than 3 pages
- it must include your name and contact information (email, address, phone)

Work Experience
Your resume must include:

- job titles
- company name
- detailed job responsibilities
- the start and end dates (month and year) for each job

Educational Qualifications
Your resume must include:
- the credential granted (Bachelor of Arts, Business Administration Diploma, etc.)
- the names of all post-secondary institutions attended (even if degree not earned)
- years attended and year credential granted (if earned)

Omission of these details may result in your application being delayed or denied consideration.