

## Guidelines for Submitting a Resume

### Work Experience Requirements by Pathway

Career Advance MBA	Corporate Residency MBA
It is <b>mandatory</b> that all applicants for this pathway have a <b>minimum of 5 years</b> of professional experience to apply.	Applicants for this pathway are <b>not</b> required to have professional work experience.

### Professional Work Experience Definition

Professional work experience refers to the practical, on-the-job experience gained through part-time or full-time employment. It encompasses the roles and responsibilities you've held in your career, demonstrating your growth, achievements, and contributions. Specifically, it includes positions where you have:

- Managed or supervised team members.
- Taken responsibility for a significant portion of a project life cycle.
- Demonstrated skills in managing time, budget, and resources.
- Led teams in developing needs assessments, processes, and delivery options.
- Engaged in strategic and financial planning.
- Collaborated with key stakeholders.

### Resume Format Requirements

- No more than 3 pages in length
- It must include your name and contact information (email, address, phone)
- It must be submitted as a PDF
- **Work Experience** - Your resume must include:
  - Job titles
  - Company name
  - Detailed job responsibilities
  - The start and end dates (month and year) for each job
  - Applicants submitting part-time work experience to be considered equivalent to the mandatory 5 years of full-time professional work experience, must include:
    - The average number of hours per week
    - The number of months the part-time position was held
    - If applicable, whether co-op placements/internships were paid or unpaid

- **Educational Qualifications** - Your resume must include:
  - The credential earned (Bachelor of Arts, Business Administration Diploma, etc.)
  - The names of all post-secondary institutions attended (even if a credential was not earned)
  - Years attended and year credential granted (if earned)
- **Additional information** – can also be included if applicable:
  - Volunteer and community involvement,
  - Professional development courses
  - Professional designations

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