

Guidelines for Submitting a Resume

It is mandatory that all applicants have no fewer than 5 years of full-time (35+ hours per week) or equivalent professional experience in order to apply. (Professional, for this purpose, indicates that an undergraduate degree or specific technical training/certification is typically required for the type of position held.)

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)
- it must be saved as a PDF and submitted with your statement of intent in one email

Work Experience

Your resume must include:

- job titles
- company name
- detailed job responsibilities
- the start and end dates (month and year) for each job
- at a minimum, your work history for the past 5 years

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 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.