



# RÉSUMÉ TEMPLATE

Illustrate your unique attributes, experiences and accomplishments for your application to BCom. This resume should be unique to you. Feel free to be creative, add other sections beyond the ones suggested, and lean on your own strengths.

REMEMBER: two pages maximum, but references can go on a third page.

## Your name

Your address

Your contact information

## PROFESSIONAL PROFILE

Give your name prominence by using bolding and a bigger font. Include your phone and cell as well as a professional sounding email.

- number of months/years experience in a related position or field
- related education, training and/or certification
- two or three of your strongest related skill or knowledge areas
- a strong and relevant accomplishment
- a short list of relevant technical/computer skills
- two or three of your strongest related attributes

Get the admissions team to focus on your most important qualifications. Include four to six points.

## EDUCATION

Left-hand justify and bold important information such as your degree or position titles.

Degree

Date of graduation

Name of institution. Location (city)

- relevant courses: a list of 4 to six courses that relate to your objective
- accomplishment statement
- accomplishment statement
- accomplishment statement

Include descriptions of accomplishments, projects, clubs and /or other highlights for each certificate or degree you list. There is no need to list your courses because you will be submitting transcripts.

REMEMBER; list the most recent degree or certificate first.

## WORK EXPERIENCE

Position title

Start date - end date

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

List your relevant work experiences in reverse chronological order.

Include start and end months in your dates.

Position title

Start date - end date

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Include two to six descriptive accomplishment statements for each experience. Quantify your statements to give the admissions team a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs to describe accomplishments that are relevant to your objective.

**Your name**

Put your name and "page 2" in the header of the second page.

## **COMMUNITY INVOLVEMENT**

List your volunteer/community experiences in reverse chronological order. If the experiences have relevance to BCom, include accomplishment statements.

Position title

Start date - end date

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Include start and end months in your dates.

Position title

Start date - end date

Name of organization, location (city)

- accomplishment statement
- accomplishment statement

List any additional experience or credentials. You may want to make another heading depending on your strengths. What about awards, teamwork, coaching, causes, travels and more?

REMEMBER: list the accomplishments, and details of each of these points like you do in other sections.

## **ADDITIONAL EXPERIENCE**

Position title

Start date - end date

Name of organization, location (city)

Position title

Start date - end date

Name of organization, location (city)

## **INTERESTS**

Give the admissions team a glimpse into your interests outside of academics, work, and more. What are your passions?

A list of three to six interests or activities

- Illustrate any significant events and details

## **REFERENCES**

Name of reference, position

Organization, location (city)

Phone number

Email

Your references should be three to four people who know you well from work, education, extracurricular or volunteer experiences.

REMEMBER: these references can go on a third page. Avoid splitting sections between pages.

Name of reference, position

Organization, location (city)

Phone number

Email

### **Are you finished?**

Be sure to check your spelling, grammar and general formatting.

Ask yourself, does this resume show the admissions team my strengths and experience? Perhaps ask a friend or family member to read it over.