

Schulich Graduate Admissions

Application Tips: **YOUR RESUME**

The purpose of your resume is to get yourself noticed. It is not a list of job descriptions; it should be marketing you, as opposed to being a summary of the positions you have held.



Graduate Recruitment & Admissions, W263
Schulich School of Business,
York University
111 Ian Macdonald Blvd,
Toronto, Ontario
Canada, M3J 1P3



416-736-5060



admissions@schulich.yorku.ca



schulich.yorku.ca

RESUME STRUCTURE

Your resume should not exceed two pages. We highly recommend you use the Schulich resume template provided [here](#).

- If your resume is overflowing with every detail of every job and project you have ever worked on, you will want to re-think the format for your Schulich application.
- Organize your resume into logical sections and present your work history in reverse chronological order. Don't go back further than 10-15 years. Everything after that can be reduced to listing the job title, organization, location, and dates.
- Do not include a photo on your resume; it is not common practice in the North American job market.

HIGHLIGHT YOUR ACCOMPLISHMENTS

The average human spends about 7 – 8 seconds scanning a resume. Therefore, the first 2/3 of the first page are key. This is where you want to capture the human reader's attention so they will keep reading.

- After your name, your professional summary is the first thing a human will read. It should consist of two to three sentences containing key information you want the reader to know (unique skills, experience, achievements) and can include a brief mention of what you are aspiring to do.
- When framing your achievements, use this formula:
 - **action word + project/task + quantifiable or qualifiable outcome.**

Additional Tips

Create a “data dump” master document that includes any achievements or experiences as they come to mind, regardless of how you word them. It will come in handy for picking and choosing content when tailoring your resume to specific roles.

Make sure your resume and LinkedIn profiles are in sync (dates, job titles, etc.)

Proofread, proofread, proofread, and be sure to be consistent in how you spell any words or terms.

SCHULICH'S RESUME BOOK

Schulich's Centre for Career Design (CCD) publishes resume books for employers. To be included in the resume books, students must use the official [Schulich resume template](#).

- While you do not need to follow the same format for your application, getting your resume in the Schulich template at the time of application to Schulich means less work reformatting your resume once you begin your program.