CV INSTRUCTIONS FOR APPLICANTS:

FORMATTING

- **Respect the page limit of 2 pages maximum**
- **Do not alter font sizes or page margins**
- You may add extra rows or delete empty rows as necessary
- **Delete the example entry text before submitting your document**
- To respect the space limit, each entry must appear in one section only.
- Publications may be listed in Vancouver or APA citation format
- There is no space limitation for each individual entry; you will need to balance your descriptive information with the number of entries you wish to include within the overall 2-page maximum.
- The section headers in the CV are provided to guide applicants and to ensure consistent formatting for ease of assessment by evaluators. **The DMD Admissions Committee is aware that not all applicants may have pertinent information to enter under each of the specific headings set out in the template (such as publications or awards). Applicants who do not have information to enter under a specific heading may remove the section in question (delete empty lines and section header).**

! Ensure only your Slate Applicant identification number appears in the ID field on the first page. The Slate Applicant ID number will be shown to you on the online application webpage where you are asked to upload your CV. You must upload your CV before submitting and paying for the application. You can save your application and return to it as needed, as long as you submit and pay for it by the application deadline.

! Convert the document into standard PDF format before uploading. Filename is not important.

CONTENT GUIDANCE

The selection of activities you wish to highlight on your CV is at your discretion. The Undergraduate Dental Admissions Office will not provide any additional guidance on this topic.

The CV is part of our assessment of your Non-Academic competencies, along with the CASPer test; it is complementary to our Academic assessment of your grades, course progression, etc. The list of Non-Academic criteria considered throughout the selection process by the Admissions committee can be found here: www.mcgill.ca/dentadmissions/applying/selection-process/non-academic-criteria. The CV structure is designed to allow you to highlight a number of these qualities, for example: intellectual curiosity, reliability, responsibility, leadership, and community involvement. We encourage you to use your most powerful experiences to illustrate the non-academic competencies on your CV. These qualities can be developed in many ways, and all of the content on your CV will be considered during our assessment.

For sections that list "Description and Reason for Participation", please briefly explain the activity and how you understand it in relation to the development of your Non-Academic competencies. This is also

an opportunity to provide context for your activities and highlight their significance within the unique circumstances of your life. You may wish to think about any of the following as you formulate your reason for participation: What was your contribution? Why is this activity important for consideration in our selection process? What did you learn or what non-academic skill did you strengthen as part of this experience? What lived experiences led you to take part in this activity?   When does this activity take place in relation to other significant periods in your life that you wish to highlight for the committee?

See the examples provided on the template for further guidance.

SECTIONS

Education & Training (Certificates, Licenses, and Memberships)

This section allows us to establish a complete timeline and context for your other activities (along with your work experience). Include any in-progress degrees with the expected completion date.

Work Experience

Both traditional and non-traditional work (e.g. family caregiving, volunteer employment) can be listed in this category.

Service to the Community

A wide range of structured or unstructured activities can be included here. The Admissions committee is aware that not all applicants have the resources to access all types of activities, and applies a broad interpretation of service and community.

Research & Publications

Publications may be listed in Vancouver or APA citation format. Examples of activities commonly included are research assistantships or internships as well as supervised projects, posters, presentations or publications.

Extra-Curricular Activities, Skills & Hobbies

Note the difference between Extra-Curricular Activities and Skills and Hobbies: Extra-Curricular activities are usually organized, structured activities run by a school, club, or non-profit organization; examples commonly include sport, theatre, debating team, etc.; skills and hobbies are usually less structured activities or pastimes.

Awards & Distinctions

If you choose to include this section, it is recommended that you not list more than approximately 5 awards. Consider which awards or distinctions are the most meaningful to you in demonstrating your competencies. These may include awards related to any field, from community engagement, sport, or

scholarship. Note that your grades are assessed separately from the CV as part of our Academic assessment. Be sure to indicate your reason for including each entry.

FOR YOUR FURTHER CONSIDERATION:

"What are we looking for?" www.mcgill.ca/medadmissions/prospective/what-are-we-looking

"Academic Standards and Essential Skills" www.mcgill.ca/medadmissions/applying/requirements/academic-standards-essential-skills

VERIFIER INSTRUCTIONS FOR APPLICANTS:

You are required to submit the names and contact information (email and/or phone) for your verifiers directly in the online application, on the same page where you upload your CV.

- Applicants must obtain verifiers' consent to be contacted by the Undergraduate Dental Admissions Office staff
- **Applicants should provide at least 3 names of verifiers; you can include more as needed.**
- Put the most important/significant verifier at the top of the list
- It is not necessary to provide a verifier for each entry on your CV
- Applicants should ensure to provide verifiers for the most recent entries on their CV