

CV INSTRUCTIONS FOR APPLICANTS:

FORMATTING

- Respect the page limit of 2 pages maximum
- Do not alter font sizes or margins
- You may add or delete rows as necessary
- **Delete example rows and 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. **The 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.**

CONTENT GUIDANCE

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

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.

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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.

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.

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 includes sport, theatre, debating team, etc.; skills and hobbies are usually less structured activities or pastimes.

Language proficiency

Please add your level of proficiency in English and French, as well as any other languages you speak or understand.