

# **CV Instructions**

## **Qualifying Year for the MScA in Occupational Therapy**

In using the template found at <https://www.mcgill.ca/spot/admissions/professional-programs>, please create a CV following the below instructions. This document must be uploaded to Slate after you submit your application, and before February 12th. The file may be in word or PDF format. Please name the document YOURNAME\_OTQYCV (where yourname is replaced with your legal name). You may choose to write in English or in French.

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### **Languages**

List all written and spoken languages, as well as your level of fluency

- Fluent (mother tongue, or comparable)
- Functional (sufficient for a work environment)
- Beginner (able to communicate ideas effectively, but not perfectly)

### **Academic Experience**

#### **Post-Secondary Education**

List all diplomas and degrees obtained from a recognized post-secondary institution (e.g. college, university) in reverse chronological order (starting with the most recent). DO NOT add additional details (honours, scholarships, etc.). Academic achievement and excellence is evaluated from transcripts.

#### **Additional Academic Experience**

List any additional academic experience such as teaching (e.g. teaching assistant) or research (e.g. research assistant).

### **Non-Academic Experience**

#### **Paid Work Experience (past 5 years)**

List all paid work experiences in the past 5 years.

Briefly outline the roles and responsibilities of the position, as well as any honours or recognitions received.

Outline the time commitment required for the job

#### **Volunteer and Community Experience (past 5 years)**

List all volunteer work experiences or community activities that involved a substantial commitment in the past 5 years.

Include only activities that lasted more than one week, or that involved a recurrent commitment. Community involvement can include activities such as competitive sports (e.g. varsity or provincial-level competition) or music (e.g. performance and/or orchestral) that requires a substantial time commitment and community involvement beyond the organization itself.

### **Hobbies and Interests**

List any activities that are done for personal enjoyment, and that show the diversity of your interests.

# Tracy Applicant

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## Languages

Written: English (Fluent), French (Functional), Italian (Beginner)  
Spoken: English (Fluent), French (Functional), Italian (Beginner)

## Academic Experience

### Post-Secondary Education

#### **Bachelor of Science, Anatomy and Cell Biology**

McGill University, Montreal, Canada

- Minor in Art History

2015-Present

#### **Diplome d'Etudes Collegial (DEC), Health Sciences**

Dawson College, Montreal, Canada

2013-2015

### Additional Academic Experience

#### **Undergraduate Research Assistant**

McGill University, Cell Research Laboratory, Montreal, Canada

- Coordinate research projects investigating bone cell growth *in vitro*
- Liaise between investigators, suppliers, and tissue donors
- Supervisor: Dr. Os Incrementum
- Time commitment: 32 hours / week

Summer 2017

## Non-Academic Experience

### Paid Work Experience (past 5 years)

2014-2017

#### **Bartender**

Bar le Pub, Montreal, Canada

- Customer service; prepare and serve drinks
- Reconcile cash and credit receipts at end of shift
- Recognitions: employee of the month 3 times
- Time commitment: 2 nights / week, 5 hours / shift

#### **Sport Camp Counsellor**

Kirkland Soccer Camp, Kirkland, Canada

- Supervised a group of 10 children between the ages of 8-10
- Created and ran multiple activities related to various sports
- Encouraged and motivated children to participate and succeed in activities
- Updated parents on daily activities and events

2013-2016

## Volunteer and Community Experience (past 5 years)

2013-Present

### **Soccer Coach**

West Island Soccer, Kirkland, Canada

- Organize practice and games for 8-10 year old boys
- Time commitment: 3 hours / week, May - September

### **McGill International Student Buddy**

2015-Present

International Student Services, McGill University, Montréal, QC

- Communicate with new McGill students from abroad prior to their arrival
- Advise and assist the students during their entire first year
- Time commitment: 3 hours / week, September - March

## Hobbies and Interests

### **Sports**

- Soccer, Kirkland Recreational League (1 evening / week)
- Golf, recreationally

### **Music**

- Guitar, recreationally