Schulich Graduate Admissions Application Tips: YOUR RESUME

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

There are a wide variety of formats and standards for resumes, depending on where you live and type of positions you have held:

RESUME STRUCTURE

Your resume should not exceed two pages.

- 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.

- Get to the point and avoid long paragraphs.

HIGHLIGHT YOUR ACCOMPLISHMENTS

Resumes should not be a list of all the responsibilities held in your previous positions but should highlight your accomplishments.

- Each bullet point under your listed positions should be impactful, starting with an action verb, and quantifying achievements when possible.

- It is said that recruiters only take six seconds to scan your resume, so you want the most impressive points to stand out. The less cluttered your resume, the better!

Top 5 Resume Tips

1. Choose a basic font: Select a font that's easy to read.

2. Include your contact details: Ensure that it's easy to get in touch with you.

3. Make it relevant: Emphasize transferable management and leadership skills.

4. Prioritize content: Your most important information should be listed first.

5. Add personality: Include details about your volunteer experience and extra-curricular activities to help us get to know you better.

SCHULICH'S RESUME BOOK

Schulich's Career Development Centre (CDC) publishes a resume book for employers. The resumes in that book must follow a particular format.

- While you do not need to follow the same format for your application, if your resume needs an overhaul, you may want to use our resume template as your guide, giving you less work to do once you get here!