

Application Guide for Corporate Residency MBA

Thank you for your interest in applying for Dalhousie's Corporate Residency MBA program (full-time). If you have any questions as you complete your application, please contact the Corporate Residency MBA admissions team at mbacr@dal.ca or 902.494.2707. The deadline for application is March 15. International students have a deadline of December 31 and should take a close look at our International Applicant Admissions Information, which can be found at: <https://discover.dal.ca/dal/intlstud/index.ezc>

How to Apply

Stage One

Stage One requires the submission of all the documentation listed in the checklist below, including your \$70 CDN application fee. Based on a successful review of submitted documentation, candidates will be invited to participate in an interview to assess suitability for the program and employability.

- Application form A (all three copies) and form B
- A Bachelor's degree recognized by Dalhousie with a grade point average of B (or 3.0) or better in the final two years (20 credits)
- Official transcripts from all colleges/universities previously attended
- GMAT score of 550 or better (score submitted by test administrator)
- English language competency (score submitted by test administrator)
- Personal essay
- Two letters of reference
- Current résumé
- A profile
- \$70 CDN application fee
- Letter of Financial Guarantee (non-Canadian applicants)

Stage Two

- Individual interview
- Corporate residency preference form
- Other assessment elements

Admission will be based on all required documentation and the other assessment elements.

Application Forms

You are encouraged to start the application process immediately, rather than waiting to assemble all the documentation for a single submission. To do this we simply need to receive an application form.

Everything you need in order to apply is contained in this package. However, if you require additional forms, visit dalmba.ca/cr and look under Prospective Students. You also have the option of submitting an online application at the Dalhousie Faculty of Graduate Studies website.

Application Deadlines

Start the application process now!

Applications will be considered as long as space is available. GMAT scores may be submitted up to May 15. However, to be considered for a scholarship, you must have received an offer of admission to the Corporate Residency MBA program prior to March 15.

December 31 is the final date for a complete application submission by international applicants. This ensures that students have enough time to apply for and secure a study visa. The deadline can be extended as long as students are certain they can obtain their study visa prior to entering the program.

When any official deadlines have passed, please contact us at mbacr@dal.ca or at 902.494.2707 to discuss your plans to apply.

Scholarships and Financial Assistance

If you are offered admission to the Corporate Residency MBA program by March 15, you will be automatically considered for a scholarship. There is no separate application necessary. Scholarships are awarded based on the strength of your application, including your undergraduate record, prior work experience, professional recommendations, GMAT score, and other application materials.

Maximize your prospects of obtaining a scholarship by applying early.

If you are a Nova Scotia student, you may qualify for a Nova Scotia bursary. Canadian citizens and permanent residents may also qualify for financial assistance. If you have any questions about how to apply, or about scholarships or financial assistance, please contact the admissions team at mbacr@dal.ca or 902.494.2707. We are here to answer your questions and to assist you every step of the way.

Where to Send Your Application

Send the application fee of \$70 CDN and "Graduate Studies Application Part A" (just the page marked Registrar's copy) to:

By mail: Registrar's Office
Dalhousie University
Halifax, NS B3H 4H6

By courier: Registrar's Office
Dalhousie University
6299 South Street
Room 133, Henry Hicks A&A Bldg
Halifax, NS B3H 4H6

Send everything else to:

Corporate Residency MBA
Dalhousie University School of Business
Rowe Management Building, Suite 5063
6100 University Avenue
Halifax, NS, Canada B3H 3J5

Assistance with Completing Your Application

Application Form A (all three copies) and Form B

Graduate Studies Application—Part A. This form comes in three parts: 1) the Registrar's Office copy, 2) the Departmental copy, and 3) the Faculty of Graduate Studies (FGS) copy.

Graduate Studies Application—Part B. This form is one page only.

See Appendix A for all of these application forms.

Official transcripts

You are required to have at least two copies of all official transcripts of your academic record from each university/college attended sent by each issuing institution directly to the department to which you are applying. It is the applicant's responsibility to ensure that all transcripts are sent. Your Bachelor's degree must be recognized by Dalhousie and you must have a Grade Point Average of B (or 3.0) or better in the final two years (20 credits)

Official transcripts from Dalhousie (or the former TUNS) are not required from current or previous Dalhousie students.

GMAT score of 550 or better

Each candidate is required to take the Graduate Management Admission Test (GMAT). Test results are valid for five years. Complete information on the GMAT test, including testing locations and dates in each country, and how to register, can be found at: <http://www.mba.com/mba/TaketheGMAT>

English language competency

As the standard language of study at Dalhousie University is English, candidates whose native language is not English must demonstrate their capacity to pursue a graduate-level program in English before admission. The standard test is the TOEFL (Test Of English as a Foreign Language). The Faculty sets a minimum acceptable score of 580 for the written TOEFL, 237 for the computer-based test, and 92 for the Internet-based test, but some programs within the Faculty set a higher minimum (especially if the students are expected to be Teaching Assistants, in which case a written TOEFL of at least 600 is normally required). It is also recommended that potential students taking the non-computer TOEFL test should include the Test of Written English (TWE) component. The following other tests will also be accepted with the following minimum scores (some programs set a higher score):

Test	Required Scores	Website
TOEFL	Computer: 237 Paper: 582 Internet: 92	www.toefl.org
MELAB	90	http://www.lsa.umich.edu/eli/
IELTS	7	www.ielts.org
CanTest	Average of at least 4.5, with no band score lower than 4.0	www.cantest.uottawa.ca
CAEL	60 overall, with no band score lower than 50	www.cael.ca

A TOEFL score is not required if you have a completed university degree from an accredited institution in which the language of instruction is English.

Personal essay

The personal essay offers applicants an opportunity to express their value proposition. It is one of the criteria the selection committee uses to make a decision on whether you are an acceptable candidate for the program. Consider some of the following in preparing your essay:

- Start with a thought-provoking opening that will draw the reader into your essay.
- What personal characteristics, attributes or values do you have that may enhance your chances for success?
- What are your career aspirations?
- Make this an honest portrayal of who you are.
- Edit your document (especially for typos).
- Check for resources on your campus or online for more ideas to assist you with writing your personal essay.
- Your essay should be limited to 2000 words.
- Include your typewritten essay with your application package.

Two letters of reference

At least two academic letters of reference or one employer reference (if applicable) are required. Ask that your referees place their Confidential Reference Letters in an envelope, endorse it across the back seal, and return to you. Do not open the envelope. Please send all references to the Corporate Residency MBA office. If your referees are reluctant to follow this procedure, please have them mail the envelopes directly to the Corporate Residency MBA office. (See Appendix B for Confidential Reference Letter Form.)

Current résumé

Applicants must submit a résumé that details their relevant experience. An effective résumé will define your skills and abilities, showing how well you perform when operating at or near the peak of your abilities. For résumé tips go to Appendix C.

A profile

Applicants must submit a profile as part of their application. A profile is a brief summary about you that will grab the reader's attention. Your profile should be 150-200 words and written in the third person. The end result should be a summary of your value proposition (See Appendix D for details on writing a profile and sample profile.)

\$70 CDN Application Fee

Please note that Dalhousie no longer accepts credit cards for payment of tuition or residence fees. We accept payment by cheque, money order, bank draft, wire transfer and Internet banking. Please visit www.dal.ca/studentaccounts for full information.

Make cheques, money orders or bank drafts payable to Dalhousie University. On the back of the cheque print the applicant's full name and, if applicable, web application number (e.g., A141103). Please do not send cash.

You can call the Registrar's Office at 902.494.2450. The office is open Monday to Friday, 9 a.m. to 4 p.m. Atlantic Time. Fax: 902.494.1630. Mail: Registrar's Office, Dalhousie University, Halifax, N.S. B3H 4H6. Registrar's Office staff will also meet with you or assist you by phone after hours, by prior arrangement.

Appendix A
Application Forms A & B

GRADUATE STUDIES APPLICATION—PART A

 READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING.
 INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PRINT CAREFULLY.

OFFICE USE ONLY	
Dalhousie ID Number:	B
Fee Paid:	\$

 INDICATE IF CURRENT OR FORMER DALHOUSIE EMPLOYEE: YES NO

FAMILY NAME										If previously registered under a different name, indicate FORMER FAMILY NAME									
GIVEN NAMES										TITLE (MR., MS., MRS., MISS, DR.)									

MAILING ADDRESS & EFFECTIVE DATES	EFFECTIVE FROM:	DAY	MONTH	YEAR	EFFECTIVE TO:	DAY	MONTH	YEAR	
	MAILING ADDRESS (Number & Street)								
	CITY						PROV/STATE		POSTAL/ZIP CODE
	COUNTRY						TELEPHONE NUMBER		

HOME OR OTHER MAILING ADDRESS & EFFECTIVE DATES	EFFECTIVE FROM:	DAY	MONTH	YEAR	EFFECTIVE TO:	DAY	MONTH	YEAR	
	MAILING ADDRESS (Number & Street)								
	CITY						PROV/STATE		POSTAL/ZIP CODE
	COUNTRY						TELEPHONE NUMBER		

E-MAIL ADDRESS	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	BIRTHDATE (DD/MM/YYYY)	SOCIAL INSURANCE NUMBER
IMMIGRATION STATUS (INDICATE ONE) <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa	COUNTRY OF PERMANENT RESIDENCE		DATE OF ENTRY (DD/MM/YYYY) Permanent Residents & Visa Students Only

APPLICATION DATA	SEE "GRADUATE FIELDS OF STUDY, SUBJECT CODES, AND DEGREES" IN THE "APPLICATION FOR ADMISSION—GUIDELINES"		
	FOR WHICH DEGREE ARE YOU APPLYING?	PROPOSED FIELD OF STUDY	SUBJECT CODE
	<input type="checkbox"/> FULL-TIME STUDY <input type="checkbox"/> PART-TIME STUDY	DATE YOU WISH TO COMMENCE STUDIES: <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> JANUARY <input type="checkbox"/> MAY YEAR:	<input type="checkbox"/> HOUSING REQUIRED? <input type="checkbox"/> STUDENT WITH SPECIAL NEEDS

ACADEMIC HISTORY	LIST ALL POST-SECONDARY INSTITUTIONS ATTENDED (continue on a separate sheet if necessary)				
	<input type="checkbox"/> DALHOUSIE <input type="checkbox"/> FORMER TUNS	DALHOUSIE/TUNS STUDENT NUMBER	CALENDAR YEARS ATTENDED	NAME OF DEGREE/DIPLOMA	DATE DEGREE AWARDED/EXPECTED
	INSTITUTION (OTHER THAN DALHOUSIE/FORMER TUNS)	LOCATION/COUNTRY	CALENDAR YEARS ATTENDED	NAME OF DEGREE/DIPLOMA	DATE DEGREE AWARDED/EXPECTED

FEE PAYMENT	FEE PAYMENT		
	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	CARD NO: NAME OF CARDHOLDER:	EXPIRY DATE: SIGNATURE OF CARDHOLDER:
	<input type="checkbox"/> CHEQUE, MONEY ORDER, OR BANK DRAFT PAYABLE TO DALHOUSIE UNIVERSITY		

I have read all information contained in this application. I hereby certify that all of the above information and all information on supporting documents is correct and complete. I agree to follow and be bound by the regulations of the University, including any revisions, deletions or additions made to them in the future. I understand that failure to disclose information will result in disciplinary action. I understand that if the University finds to the contrary, my association with, admission to, or registration in the University may be rescinded and cancelled after notice in writing to me at my home address as shown hereon, or amended by me at a later date. I understand that Dalhousie University will verify any information provided as part of this application and that information on falsified documents is shared with the Association of Universities and Colleges of Canada. Furthermore, I agree to pay all fees associated with my registration and enrolment at Dalhousie University.

SIGNATURE OF APPLICANT	DATE
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GRADUATE STUDIES APPLICATION—PART A

 READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING.
 INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PRINT CAREFULLY.

OFFICE USE ONLY	
Dalhousie ID Number:	B <input type="text"/>
Fee Paid:	\$ <input type="text"/>

 INDICATE IF CURRENT OR FORMER DALHOUSIE EMPLOYEE: YES NO

FAMILY NAME										If previously registered under a different name, indicate FORMER FAMILY NAME									
<input type="text"/>										<input type="text"/>									
GIVEN NAMES										TITLE (MR., MS., MRS., MISS, DR.)									
<input type="text"/>										<input type="text"/>									

MAILING ADDRESS & EFFECTIVE DATES	EFFECTIVE FROM:	DAY	MONTH	YEAR	EFFECTIVE TO:	DAY	MONTH	YEAR
	MAILING ADDRESS (Number & Street)	<input type="text"/>						
	CITY	<input type="text"/>			PROV/STATE	<input type="text"/>		
	COUNTRY	<input type="text"/>			TELEPHONE NUMBER	<input type="text"/>		
	<input type="text"/>							

HOME OR OTHER MAILING ADDRESS & EFFECTIVE DATES	EFFECTIVE FROM:	DAY	MONTH	YEAR	EFFECTIVE TO:	DAY	MONTH	YEAR
	MAILING ADDRESS (Number & Street)	<input type="text"/>						
	CITY	<input type="text"/>			PROV/STATE	<input type="text"/>		
	COUNTRY	<input type="text"/>			TELEPHONE NUMBER	<input type="text"/>		
	<input type="text"/>							

E-MAIL ADDRESS	GENDER	BIRTHDATE (DD/MM/YYYY)	SOCIAL INSURANCE NUMBER
<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>	<input type="text"/>
IMMIGRATION STATUS (INDICATE ONE)	COUNTRY OF PERMANENT RESIDENCE		DATE OF ENTRY (DD/MM/YYYY) Permanent Residents & Visa Students Only
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa	<input type="text"/>		<input type="text"/>

APPLICATION DATA	SEE "GRADUATE FIELDS OF STUDY, SUBJECT CODES, AND DEGREES" IN THE "APPLICATION FOR ADMISSION—GUIDELINES"		
	FOR WHICH DEGREE ARE YOU APPLYING?	PROPOSED FIELD OF STUDY	SUBJECT CODE
	<input type="checkbox"/> FULL-TIME STUDY	DATE YOU WISH TO COMMENCE STUDIES:	<input type="checkbox"/> HOUSING REQUIRED?
	<input type="checkbox"/> PART-TIME STUDY	<input type="checkbox"/> SEPTEMBER <input type="checkbox"/> JANUARY <input type="checkbox"/> MAY YEAR: <input type="text"/>	<input type="checkbox"/> STUDENT WITH SPECIAL NEEDS

ACADEMIC HISTORY	LIST ALL POST-SECONDARY INSTITUTIONS ATTENDED (continue on a separate sheet if necessary)				
	<input type="checkbox"/> DALHOUSIE <input type="checkbox"/> FORMER TUNS	DALHOUSIE/TUNS STUDENT NUMBER	CALENDAR YEARS ATTENDED	NAME OF DEGREE/DIPLOMA	DATE DEGREE AWARDED/EXPECTED
	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
	INSTITUTION (OTHER THAN DALHOUSIE/FORMER TUNS)	LOCATION/COUNTRY	CALENDAR YEARS ATTENDED	NAME OF DEGREE/DIPLOMA	DATE DEGREE AWARDED/EXPECTED
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FEE PAYMENT	Fee payment information to be entered on the Registrar's Office Copy. See APPLICATION FOR ADMISSION—GUIDELINES.	
	SIGNATURE OF APPLICANT _____ DATE _____	

I have read all information contained in this application. I hereby certify that all of the above information and all information on supporting documents is correct and complete. I agree to follow and be bound by the regulations of the University, including any revisions, deletions or additions made to them in the future. I understand that failure to disclose information will result in disciplinary action. I understand that if the University finds to the contrary, my association with, admission to, or registration in the University may be rescinded and cancelled after notice in writing to me at my home address as shown hereon, or amended by me at a later date. I understand that Dalhousie University will verify any information provided as part of this application and that information on falsified documents is shared with the Association of Universities and Colleges of Canada. Furthermore, I agree to pay all fees associated with my registration and enrolment at Dalhousie University.

 SIGNATURE OF APPLICANT _____ DATE _____
 NOTE: PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETE BY REFERRING TO THE "APPLICATION FOR ADMISSION—GUIDELINES".

Appendix B
Confidential Reference Letter Form

CONFIDENTIAL REFERENCE LETTER

- TO BE COMPLETED BY AN ACADEMIC OR PROFESSIONAL REFEREE
- PRINT CAREFULLY
- REFERENCE LETTERS ARE TO BE PLACED IN AN ENVELOPE, ENDORSED ACROSS THE BACK SEAL, AND RETURNED TO THE APPLICANT. APPLICANTS ARE NOT TO OPEN THE ENVELOPE. IF A REFEREE IS RELUCTANT TO FOLLOW THIS PROCEDURE, FORWARD THE LETTER IN A SEALED ENDORSED ENVELOPE TO "[NAME OF THE DEPARTMENT TO WHICH THE APPLICANT IS APPLYING], DALHOUSIE UNIVERSITY, HALIFAX, NOVA SCOTIA, CANADA, B4H 4H6".

THIS SECTION TO BE COMPLETED BY THE APPLICANT BEFORE PASSING TO REFEREE

FULL NAME OF APPLICANT:

DEGREE TO WHICH YOU ARE APPLYING:

DEPARTMENT/SCHOOL:

THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY THE REFEREE. THE INFORMATION IN THIS DOCUMENT WILL BE TREATED AS STRICTLY CONFIDENTIAL. THE PURPOSE OF THE REFERENCE IS TO ASSESS THE ABILITY OF THE APPLICANT TO UNDERTAKE ADVANCED STUDIES AND RESEARCH. ONCE COMPLETED, RETURN THE COMPLETED FORM, SIGNED AND SEALED IN THE ENVELOPE PROVIDED, TO THE APPLICANT OR SEND THE REFERENCE TO THE DEPARTMENT TO WHICH THE APPLICANT IS APPLYING.

NAME OF REFEREE:

POSITION/RANK:

INSTITUTION:

E-MAIL:

TELEPHONE:

FAX:

MAILING ADDRESS:

KNOWLEDGE OF APPLICANT

IN REPLY TO: WHAT CAPACITY (EG. TEACHER, SUPERVISOR, EMPLOYER) HAVE YOU KNOWN THE APPLICANT?

HOW LONG HAVE YOU KNOWN THE APPLICANT (YEARS/MONTHS)?

TO APPROXIMATELY HOW MANY STUDENTS IN THE PAST 5 YEARS AND AT THE SAME LEVEL OF STUDY ARE YOU COMPARING THE APPLICANT?

IF YOU HAVE NOT KNOWN THE APPLICANT IN AN ACADEMIC OR RESEARCH CAPACITY, PLEASE INDICATE THE BASIS UPON WHICH YOU FEEL YOU ARE ABLE TO ASSESS THE APPLICANT'S CAPABILITY FOR STUDIES AT THE GRADUATE LEVEL:

SPECIFIC ABILITIES

FOR EACH CATEGORY, PLACE A CHECKMARK UNDER THE MOST APPROPRIATE COLUMN.	OUTSTANDING (TOP 5%)	SUPERIOR (5-10%)	GOOD (10-25%)	AVERAGE (25-50%)	MARGINAL/PO OR (LOWER 50%)	NO BASIS FOR JUDGEMENT
PAST ACADEMIC ACHIEVEMENT:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCHOLARLY PROMISE:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDEPENDENT RESEARCH/STUDY CAPABILITY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENGLISH PROFICIENCY—WRITTEN:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENGLISH PROFICIENCY—ORAL:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CREATIVITY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESOURCEFULNESS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABILITY TO MEET DEADLINES:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL, I WOULD RATE THIS STUDENT AS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONFIDENTIAL REFERENCE LETTER

IF AN INTERNATIONAL STUDENT, PLEASE INDICATE THE APPLICANT'S ENGLISH LANGUAGE COMPETENCY

IS THE APPLICANT'S FIRST LANGUAGE ENGLISH? Yes No

IF NO, PLEASE ASSESS YOUR VIEW OF THE APPLICANT'S COMPETENCY IN ENGLISH:

WRITTEN: FLUENT QUITE FLUENT WORKING KNOWLEDGE BASIC KNOWLEDGE LITTLE OR NO KNOWLEDGE

READ: FLUENT QUITE FLUENT WORKING KNOWLEDGE BASIC KNOWLEDGE LITTLE OR NO KNOWLEDGE

ORAL: FLUENT QUITE FLUENT WORKING KNOWLEDGE BASIC KNOWLEDGE LITTLE OR NO KNOWLEDGE

FOR ACADEMIC REFEREES ONLY

IF THIS APPLICANT WERE APPLYING TO A GRADUATE PROGRAMME AT YOUR INSTITUTION, WOULD YOU:

ACCEPT WITHOUT RESERVATIONS

ACCEPT WITH RESERVATIONS*

ACCEPT TO A QUALIFYING YEAR ONLY

REJECT

* EXPLAIN ANY RESERVATIONS:

FOR NON-ACADEMIC REFEREES ONLY

WOULD YOU RECOMMEND THAT THE APPLICANT BE ACCEPTED INTO A GRADUATE PROGRAMME? Yes* No

* EXPLAIN ANY RESERVATIONS:

ADDITIONAL COMMENTS ON THE APPLICANT'S: 1) ABILITY TO CARRY ON ADVANCED STUDY AND RESEARCH; 2) TEACHING ABILITY; 3) PROMISE FOR A SUCCESSFUL CAREER IN THIS FIELD; 4) WEAKNESSES, IF ANY; AND 5) COMMUNICATION SKILLS (ORAL AND WRITTEN). INDICATE THE BASIS OF YOUR GENERAL ASSESSMENT. PLEASE FEEL FREE TO ADD AN EXTRA PAGE IF NECESSARY.

SIGNATURE OF REFEREE:

DATE:

- THE FACULTY OF GRADUATE STUDIES (FGS) WILL ATTEMPT TO MAINTAIN THE CONFIDENTIALITY OF THIS LETTER
- DALHOUSIE ATTEMPTS TO VERIFY ALL REFERENCES FOR APPLICATION TO GRADUATE STUDIES
- REFERENCE LETTERS ARE TO BE PLACED IN AN ENVELOPE, ENDORSED ACROSS THE BACK SEAL, AND RETURNED TO THE APPLICANT. APPLICANTS ARE NOT TO OPEN THE ENVELOPE. IF A REFEREE IS RELUCTANT TO FOLLOW THIS PROCEDURE, FORWARD THE LETTER IN A SEALED ENDORSED ENVELOPE TO "[NAME OF THE DEPARTMENT TO WHICH THE APPLICANT IS APPLYING], DALHOUSIE UNIVERSITY, HALIFAX, NOVA SCOTIA, CANADA, B4H 4H6".

Appendix C

Preparing Your Résumé

Résumé Tips

Many employers will spend a very short time scanning your résumé to determine if it you are a potential candidate, usually less than 30 seconds. Here are some helpful hints for writing an effective résumé.

- Fit your résumé neatly on one or two pages.
- Check for spelling, grammar or punctuation errors.
- Ensure that your name, address, phone number, and email address are up to date and that your email address represents you professionally.
- Research the companies/organizations you would like to work for and construct a résumé responding to their interests and needs. Find out about the corporate culture and read their mission statement. Look for key competencies mentioned throughout their web sites that connect with your interest and skill set.
- Edit sentences and paragraphs to eliminate information that is irrelevant or repetitious.
- Use POWER verbs to show the range of your skills and achievements. Stress your accomplishments rather than describe duties and responsibilities.
- Use key words and industry-specific phrases throughout your résumé. Highlight what you will bring to the company/organization, not what an employer will do for you.
- Focus on the employer. Highlight what you will bring to the company/organization, not what the company will do for you.
- Be professional. Ensure that your documents, your email address and voicemail are professional and clear.

Résumé Checklist

Header

- Current contact details, including your name, address, phone number and e-mail

Education section

- Name of institution, program, location, dates
- Academic achievements

Work or Career Related Experience section

- Job title, employer and work dates
- Bulleted list of relevant, powerful action statements describing your accomplishments

Volunteer Work, Interest and Activities and/or Extracurricular section

(select the most appropriate heading to best suit the content)

- Bulleted list of accomplishments with relevant dates

Awards section, if applicable

- The name of the award and date received
- The reason you received the award

References section

- Unless names of references have been specifically requested just use the statement “available upon request”

General Tips

- Create the document from a blank page; it is much easier to edit than using an electronic document template
- Use white paper when printing your résumé
- Do not include personal information such as age, marital status or political affiliation
- Maintain consistent formatting style and make sure bullets are lined up
- Use the proper tense (for example, if no longer working for this employer, use past tense)
- Within sections, present information in reverse chronological order
- Do not use “I” statements
- Fit the résumé on one or two pages (write your résumé first, adjust formatting later)
- Number and name the second page (your name and page 2 of 2)
- Proofread for grammar and spelling (use Canadian spelling)

Appendix D

Profile Tips and Sample

A profile is a brief summary of your accomplishments and unique attributes. Your profile should be 150-200 words and written in the third person. It is written to grab the reader's attention and create an interest in wanting to know more about you.

Writing Your Profile

Writing your own profile or bio is one of those few occasions when you are actually encouraged to talk about yourself. It's time to let the world know the value proposition for hiring you with a clear marketing pitch. If you were a car or a magazine, why would someone buy you?

Start the process by thinking of the most positive words you are comfortable using to describe yourself. Think of what motivates you. Think of the most special academic and professional experiences you have had. Think of your goals for study and work, as well as your accomplishments outside work and school.

Begin your profile by reviewing the list of key words and thinking about what really makes you tick. Write your opening sentence with all this in mind – it should sum up the feeling/flavour of your personal brand. Like a news story, the lead sentence is the hook that will cause someone to read on. Spend some time on writing this sentence because the rest of your bio will be a logical presentation of the remaining key words and the facts associated with them.

Sample Profile: Jane Doe (MBA Student, 2009-2011)

Entrepreneurial flair, a thirst for knowledge and the commitment to complete four marathons combine to make Jane Doe an exciting prospect.

Jane has a keen interest in the finance industry and is completing level one of the CFA designation. During her time at Dalhousie University, she has been committed to a variety of organizations including the Finance Club, Women in Capital Markets and the MBA Student Society.

Previous experiences as a small business owner, project coordinator and teaching assistant have added to Jane's capacity to achieve results under pressure while remaining client focused. The recent sale of her home-decorating business has given her the financial freedom to pursue her academic goal of obtaining a Master's of Business Administration.

Having been described as sociable and outgoing, but also analytical and logical with a strong aptitude for conceptual problem-solving, Jane is interested in a career opportunity that would combine these skills. Wealth management and investment banking have attracted her as possibilities.