

Résumé Requirements Checklist

A complete and up-to-date résumé will be required as part of this assessment. Please make sure your résumé includes the information below.

Your Secondary and Post-Secondary Studies

Specifying for each study program or level:

- Name of Institution
- City and Country
- Education Level
- Area of Studies
- Degree Obtained (if any)
- Duration of Studies

Your Employment Experience

Specifying for each position or employment held:

- Name of Employer
- Employment Location
- Position
- Working Hours (full-time or part-time)
- Summary Job Description
- Duration of Employment

Your Management Experience (if any) — Past 5 Years

Specifying for each management position or role:

- Business Entity or Organization Name
- Work Location
- Business Industry
- Position
- Summary Description of Responsibilities
- Duration of Appointment
- Working Hours (full-time or part-time)
- Total Number of Employees (excluding you)
- Voting and/or equity interest owned by you or your accompanying spouse or common-law partner (if any)