

## **ORPAS: Résumé (for OT programs)**

The OT applications for Queen's and Toronto require a resume. There are very specific formatting instructions that need to be followed, and these are outlined in the ORPAS instructions online. Your resume should be uploaded through the ORPAS Personal Submissions pages.

Take a moment to read the directions on this slide.

For your resume, focus on academic and relevant achievements, and related experiences both volunteer and paid. This includes shadowing. Any experience working with diverse groups of people, in any environment, with health care professionals should be able to demonstrate the skills and characteristics necessary for the program and occupation. Review the “Essential Skills and Attributes Required” page on the right-hand side of the ORPAS website.

Here is an example of the “Summary of Qualifications” section that goes at the top of your resume. This example demonstrates experience in healthcare and understanding of OT health care trends, exposure to interdisciplinary health teams that would work with OTs, and any other health care professionals. It also includes analytical, critical thinking, and problem solving abilities in academic, work, and volunteer settings. Also, any strong interpersonal skills based on a foundation on empathy and compassion is good to include. Remember, this is only a summary of what is to come in the rest of your resume – demonstrate HOW you did these things, with proof, in the bullet points under the specific experiences.

The Self-Marketing section of CareerHub has more information on how to craft this document.