Sketch: Employment

We will now review the employment section of the sketch.

For some ideas on what could be included in the employment category, consider the following:

An Undergraduate Research Internship (URI) Program is managed through Co-operative Education & Career Action. This experience is full time for a term. If you are interested in this experience find the application and approach a faculty member to complete the form.

URA stands for Undergrad Research Assistantship. A URA is an opportunity for undergraduates to participate in research during an academic term. You would need to complete research under the supervision of a faculty member. Participants receive financial compensation for the term. Check your faculty to find out if this is an option for you.

Co-op experiences are paid employment. List each co-op work term separately. If you worked at a company for more than one term and your duties were exactly the same then you could combine them; however, if your responsibilities changed or increased list them separately and show the difference in your role.

This is a screenshot of the employment category. We will walk through the form from the top to the bottom.

The top block is populated from the top layer of the sketch.

A verifier is needed.

List the level of education you held during this employment period.

List the total hours. You could also include the number of years or months in the "hours" section, but be consistent with the length of time. It is better to use months and years and not "1 summer" as everyone's concept of summer can be different.

For the full/part-time – Summer or Academic year section, identify when you held your job and whether you worked full or part-time.

This is an example of what to include in the responsibilities section. Start with action verbs and state what your accomplished. Provide enough details, and provide depth when explaining details.

This example reads: Managed 5 staff members to ensure proper running of restaurant; Trained new staff members on food prep & handling. This is 150 characters.

Note that we separated each point with a semicolon and started the next point with a capital letter. It is also acceptable to use the ampersand, abbreviations, and acronyms to save space. We didn't use articles such as "the" or "a", nor pronouns such as she, he, their to save space. It is also very important to use the proper tense. If you have completed an activity, use the past tense. If you are still involved in an

activity, use the present tense. The website lettercount dot com is a good site to use when trying to achieve the right character count.