

Supplemental Application Information

BCom Dual Degree Program

Gustavson School of Business
University of Victoria



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The supplemental application is an opportunity for you to introduce yourself to us. This is your chance to highlight any work, leadership, academic, volunteer and/or life experiences, and to reflect on how these experiences have allowed you to learn, develop and grow. We encourage you to use examples; whether those be in the classroom, in club or recreation activities, at work, through personal experiences or in community endeavours. <https://www.uvic.ca/gustavson/undergraduate/future/admission/index.php>

Required Components

1. Current resume

Please refer to the UVic resume template for the resume components we encourage you to elaborate on. You are welcome to use this template or your own layout.

- Two pages maximum; only references may extend on to a third page
- Please note that reference letters will not be considered in the admission process
- A resume template may be found on the link above on our website for reference

2. Personal statement: your background and motivation

What are the three things that you want us to know about you, and how will these contribute to your success in university and our Bcom program?

- Please provide specific examples
- Minimum 250 words in paragraph format.

3. Impact statement: your personal road map

Gustavson BCom students create a real impact in local and global communities. Please tell us: what impact do you intend to create, and how will the Gustavson BCom program help you to do this?

- Please provide specific examples
- Minimum 200 words in paragraph format
- We encourage you to think about your future goals, and how our unique program features will contribute to your success.

Combine all your supplemental application documents into one PDF file and add them to your application.

Supplemental Application Component 1

The Resume

What is a Resume?


A resume is a formal document that summarises your relevant work and academic experience. Resumes are usually the first impression a potential employer has of you. The resume is an opportunity to showcase your knowledge, skills and attributes.

How does a Resume typically look like?

There are many different styles of resumes. However, for your application to Gustavson, you can use the sample template as your guide. For the Gustavson Application, your resume should be 2 pages maximum (only references can go on a 3rd page).

Tips for writing a Resume

1. Avoid complicated language or industry specific language.
2. No fancy fonts or styles, keep it professional looking.
3. Remember to **proofread** and make sure there are no spelling or grammar mistakes. Remember – a resume is the first impression an employer and/or admission team has of you!
4. Look online for some [tips & examples](#) – but use your own words, skills and experiences to write your own resume.
5. Please look at the Gustavson Resume Template that is provided, to help you start your resume.



RÉSUMÉ TEMPLATE

Illustrate your unique attributes, experiences and accomplishments for your application to BCom. This resume should be unique to you. Feel free to be creative, add other sections beyond the ones suggested, and lean on your own strengths.
REMEMBER: two pages maximum, but references can go on a third page.

Your name
Your address

Your contact information

PROFESSIONAL PROFILE

- number of months/years experience in a related position or field
- related education, training and/or certification
- two or three of your strongest related skill or knowledge areas
- a strong and relevant accomplishment
- a short list of relevant technical/computer skills
- two or three of your strongest related attributes

Get the admissions team to focus on your most important qualifications. Include four to six points.

EDUCATION

Degree

Name of institution. Location (city)

- relevant courses: a list of 4 to six courses that relate to your objective
- accomplishment statement
- accomplishment statement
- accomplishment statement

Date of graduation

Left-hand justify and bold important information such as your degree or position titles.

Include descriptions of accomplishments, projects, clubs and /or other highlights for each certificate or degree you list. There is no need to list your courses because you will be submitting transcripts.
REMEMBER: list the most recent degree or certificate first.

WORK EXPERIENCE

Position title

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Start date - end date

List your relevant work experiences in reverse chronological order.

Include start and end months in your dates.

Position title

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Start date - end date

Include two to six descriptive accomplishment statements for each experience. Quantify your statements to give the admissions team a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs to describe accomplishments that are relevant to your objective.

Supplemental Application Component 2

Personal Statement – your background & motivation

What are the **three things** that you want us to know about you, and how will these contribute to your success in university and our Bcom program?

- Please provide specific examples
- Minimum 250 words in paragraph format.

Tips for writing your Personal Statement:

- 1. Provide specific, personal examples to demonstrate who you are.** For example, use your extra-curricular activities (volunteer work, sports, clubs, instrument playing, etc.) as a way to describe yourself and your motivations.
- 2. Opportunity to talk about your accomplishments and/or challenges you overcame.** You can highlight personal achievements in this area. For example: awards received, volunteer project you lead, working part-time while achieving high grades in school, etc.

Supplemental Application Component 3

Impact Statement: your personal road map

Gustavson BCom students create a real impact in local and global communities. Please tell us: what impact do you intend to create, and how will the Gustavson BCom program help you to do this?

- Please provide specific examples
- Minimum 200 words in paragraph format
- We encourage you to think about your future goals, and how our unique program features will contribute to your success.

Tips for writing your Impact Statement:

- 1. Research the Gustavson Values and the key features of the Bcom program.** This information will help you write specific examples on what you want to achieve and how the BCom program will help you achieve it.
- 2. Be specific and personal. What are your future goals and ambitions?** Reference the parts of the Bcom program that will help you achieve it. This could be co-op, exchange, the specializations, etc.
- 3. Highlight how your values and the Gustavson values align.** This will show your character and your motivation to join the program.



Once you have finished your Supplemental Application components, remember to:

1. Proofread! Look it over for grammar or typing errors.
2. Read it over to make sure it is clear and gives the Bcom Admission Officer a good sense of who you are as a person and what your goals/motivations are.
3. Make sure you have answered the questions and provided examples.
4. Finally, put all three Supplementary components into 1 PDF document in preparation for you to upload it.