

Knowledge Resume Template

Knowledge Resume Cover Sheet
(PLAR Application Step one)

First, Middle name:	
Last name:	
Student ID:	
Current Program of study	
Date submitted:	

Have you applied for admission into a TRU-OL program? **Yes or No** (Circle one)

Has your admission into the program been approved? **Yes or No**

If you plan to move on to a higher TRU-OL credential (e.g. diploma, degree) after the completion of your current program, please specify the name of that credential: _____

Your Resume will be used to determine PLAR potential for general elective credits and/or course specific credits that are listed on your Program Plan. If you wish to be considered for course specific credits, identify in the table below the TRU-OL courses that are a good fit with your background and experience. Please note that General Education courses (Math, Science, Humanities, etc) are normally not eligible for PLAR.

Note: The purpose of the resume review is only to determine if you seem to have the kind of work and life experience typical of a good PLAR candidate. In order to petition for PLAR credits, you will need to develop a portfolio that documents your college-level learning and in some cases provide supporting evidence that demonstrates your learning.

	Course ID (i.e. BUSM 100)	Credits
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

Before submitting please read carefully!

**To qualify for the PLAR process each student must submit a Knowledge Resume to the PLAR committee. This step is for the students benefit to prevent the wasting of both time and money. Your resume should include the following which apply to your experience. An example has been provided on the next pages. You may use this example as a template to assist in the writing process. When submitting the Knowledge Resume, please attach this cover sheet with your information filled in.*

Formal Education

List all post high-school credentials and or courses, the institutions conferring the credentials, the date the credentials were conferred, and provide a brief description (1-4 lines in point form) outlining the skills or learning acquired while completing the credentials.

Employment History and descriptions

List all employment that has resulted in potentially relevant learning. Provide a description of all positions and a list of all learning. *If you decide to submit a current resume, the Knowledge resume is still required.*

Informal education

Workshops, Training Sessions, etc...; List the date attended, name of session, and provide a brief description (point form) of all learning that took place at these events.

Hobbies

List all hobbies that have lead to learning that may be relevant for PLAR. Provide a brief description (point form) of all learning.

Volunteer Work

List the date attended and the type of all volunteer work that has lead to learning that may be relevant for PLAR. Provide a brief description (point form) of all learning.

Skills Summary

This can be a brief paragraph or point form of any other skills you wish to highlight for the committee. You may find this section is the longest as you can list any skills related to your learning and experience.

Other

List any other learning that you have acquired from sources not listed above.

Knowledge Resume

(Example)

First, Middle name:	John, James
Last name:	Smith
Student ID:	10000000
Program of Study:	Bachelor of Commerce
Date submitted:	August 2, 2006

Formal Education

Administrative Assistant Certificate Program, CDI College, 2004-2005

Hours of Contact: 225

- Software concepts and applications
- Principles of management
- Basic accounting principles
- Data entry
- Communications
- Word processing
- Office techniques
- Career skills
- Desktop Publishing
- Transcription

Management Skills for Supervisors Certificate Program, Cariboo Management Centre, 2003.

Hours of contact: 152

- Interpersonal skills
- Conflict resolution
- Leadership styles
- Stress management
- Job analysis
- Managing change
- Negotiation skills
- Problem solving

Foodsafe Level I, II, Cariboo Management Centre, 1992.

Hours of contact: 36

- Safe food handling

Employment

Assistant Manager, Office Depot. (2003 – present)

- Scheduling of 39 staff for weekly and monthly staffing needs
- Responsible for motivation and productivity of staff
- Inventory control

- Good communication skills to deal with customer complaints

Sales Associate, Office Depot. (1998-2003)

- Persuasive communication skills and strong product knowledge where required.
- Handled cash daily
- Assisted in marketing and presentation of new items
- Voted employee of the month six times for outstanding service.

Manager of Medicare Billing, Option One Billing Solutions (1993-1998)

- Managed a team of five medical billing staff.
- Increased Medicare payments by 37 %.
- Reduced loss of revenue due to miss-billed claims by 17%.
- Increased customer satisfaction by instituting customer surveys.
- Interviewed potential team members and contributed to hiring decisions.
- Ensured sound financial management practices.

Informal education (specific dates and hours of course)

WHMIS (Workplace Hazardous Material Information System). Four hours of training for working with hazardous materials.

July 2005 15 hours over 3 days

Community Connections (sponsored by the Chamber of Commerce). A three hour workshop on maximizing corporate benefits from local business relationships

Hobbies

Pianist. I have completed grade 12 of the Canadian Royal Conservatory of Music. I play keyboard for a local band “On your knees”. We perform bi-weekly and have recorded two compact discs. I have a passion for reading especially poetry and literature. This hobby has given me a vast knowledge of literature from Shakespeare to Tolstoy.

Volunteer Work

Phoenix Centre: Board-member and Treasurer (2004-present)

This Centre is a not for profit centre with an annual budget of \$600,000.

- Basic bookkeeping
- Supervisory skills
- Basic Accounting knowledge
- Fundraising and forecasting
- End of month and quarterly statements
- Grant writing and proposal writing
- Public speaking

Skills Summary

- 60+ Words per minute typing speed

- Extensive office/secretarial experience and training including daily use of word processors, spread sheet applications, databases, Power Point and various email management applications as well as advanced skills in troubleshooting office equipment and software issues
- Easily establish rapport with people of all ages and backgrounds
- Very effective in team environments and also thrive on individual projects and challenges
- Success in training, managing, motivating, potential and current employees.
- Outstanding interpersonal skills, including presentations, verbal and written communication skills.
- Evaluate reports to ensure desired outcomes are being accomplished.
- Conflict resolution with quick remedies.

Other

My parents own a 30 unit apartment block and I have been managing these units for six months every year for the last five years. Through this experience I have dealt with contractors, engaged in hiring and firing, and have become very knowledgeable in dealing with the tenancy act. I have also been directly involved in the renovation process choosing materials, submitting the budget for the costs for approval.