RESUME/COVER LETTER/PORTFOLIO CRITIQUE REQUEST

Mount Royal College Career Services

A200 Kerby Hall, Mount Royal College Ph: 440-JOBS

No cost critiquing is available to all current students in credit degree, diploma or certificate programs and graduates of such programs.

Please fully complete the request below and submit to the Career Services office with item(s) to be critiqued. Materials submitted for critique will be ready for in-person pick-up after 2 business days.
While submissions will be accepted in-person, by e-mail or by fax, *all must be picked up in person*.

ONLY FULLY COMPLETED FORMS WILL BE PROCESSED.

_____ _____ _____
NAME **STUDENT NUMBER** **PHONE #:**

_____ **and** _____
PROGRAM/FACULTY **MAJOR/CONCENTRATION**

(ie: Business Administration – Marketing or
University Transfer – Engineering or
Early Childhood Care & Education – n/a**)**

CURRENT STUDENTS: I AM IN Year 1 - 2 - 3 - 4 OF 1 - 2 - 3 - 4 year program (Circle *BOTH* appropriate numbers)

OR GRADUATES: YEAR OF CONVOCATION: _____

_____
SPECIFIC TYPE OF WORK TO BE SOUGHT WITH THIS DOCUMENT

THIS MATERIAL IS FOR:

- ☐ **part-time position**
- ☐ **full-time position**
- ☐ **summer position**
- ☐ **practicum**
- ☐ **work experience position**
- ☐ **post graduation employment**
- ☐ **class assignment (Course # _____)**

QUESTIONS FOR PERSON CRITIQUING: _____

_____

Do Not Complete: For Office Use Only

DROP OFF DATE: _____ ☐ **am** ☐ **pm (after 3:30 considered next am)**

BY: ☐ **person** ☐ **email** ☐**fax** ☐ **drop box**

PICK UP DATE: _____ ☐ **am** ☐ **PM**

 # OF RESUMES ____ **# OF COVER LETTERS** ____ **PORTFOLIO/OTHER** _____

Freedom of Information and Protection of Privacy

The information that you provide on this form is collected under the authority of the College Act and Freedom of Information and Protection of Privacy Act (FOIP), section 33(c). Your personal information is protected by FOIP and will only be used for this event. If you have any further questions about the collection and use of this information contact the Career Services Office Administrator at (403) 440-6915.