

PLAR Résumé Requirements

Your portfolio must include an **up-to-date résumé**. CLA will also require a copy of this résumé to begin our PLAR discussions.

Your résumé helps your PLAR portfolio assessors trace your education and career history and may help to put some of your learning claims into context. Designing an effective résumé is another way to help the assessors and mentors understand your learning history and navigate your portfolio.

Requirements

- Ensure it is factual, concise, and well laid out
- Aim for no more than 2-3 pages, where possible.
- Present information within each section in reverse-chronological order (i.e.: your most recent accomplishments should be stated first).
- Use bullet points to list job duties in present tense, using succinct phrasing. Older job roles should have no more than 3-5 bullets each, while more recent roles may have a few more bullets to describe the scope of your responsibilities.
- List **all** previous employment, volunteer activities, education, and training.
- Do not include references.
- Include a header or footer with your name, AU student ID number, and page numbers.

Formatting

There are many acceptable résumé styles, however, the résumé for PLAR will be different from a résumé for employment and must adhere to [CLA formatting requirements](#), including:

- **Paper size** - 8 ½" x 11"
- **Page layout** – Portrait
- **Spacing** – Single space
- **Text font** – Calibri, Aptos, Arial, or Tahoma (use one style only)
- **Text size** – 12 pt, with bolded text for category headings only
- **Text colour** – black

Examples

You can view **examples of résumés** that align to CLA requirements online:

- [Résumé Example 1](#)
- [Résumé Example 2](#)