



**THOMPSON
RIVERS
UNIVERSITY**

Career &
Experiential
Learning

Accessible, Relevant, and Open Growing the TRU Résumé Catalogue

Territorial Acknowledgement

Thompson Rivers University campuses are on the traditional lands of the Tk'emlúps te Secwépemc (Kamloops campus) and the T'exelc (Williams Lake campus) within Secwépemc'ulucw, the traditional and unceded territory of the Secwépemc. The region TRU serves also extends into the territories of the St'át'imc, Nlaka'pamux, T'silhqot'in, Nuxalk, and Dakelh, and Métis communities within these territories.



About Us



Leanne Mihalicz

Co-operative Education
Coordinator, Computing
Science, Mathematics



Sarah Gibson

Co-operative Education
Coordinator Arts and Science



Angel Masano

Amazing Research Assistant,
Computing Science Grad,
Freelancer





Agenda & Learning Outcomes

Explore

Explore how OER can support accessible and relevant career education resources

Identify

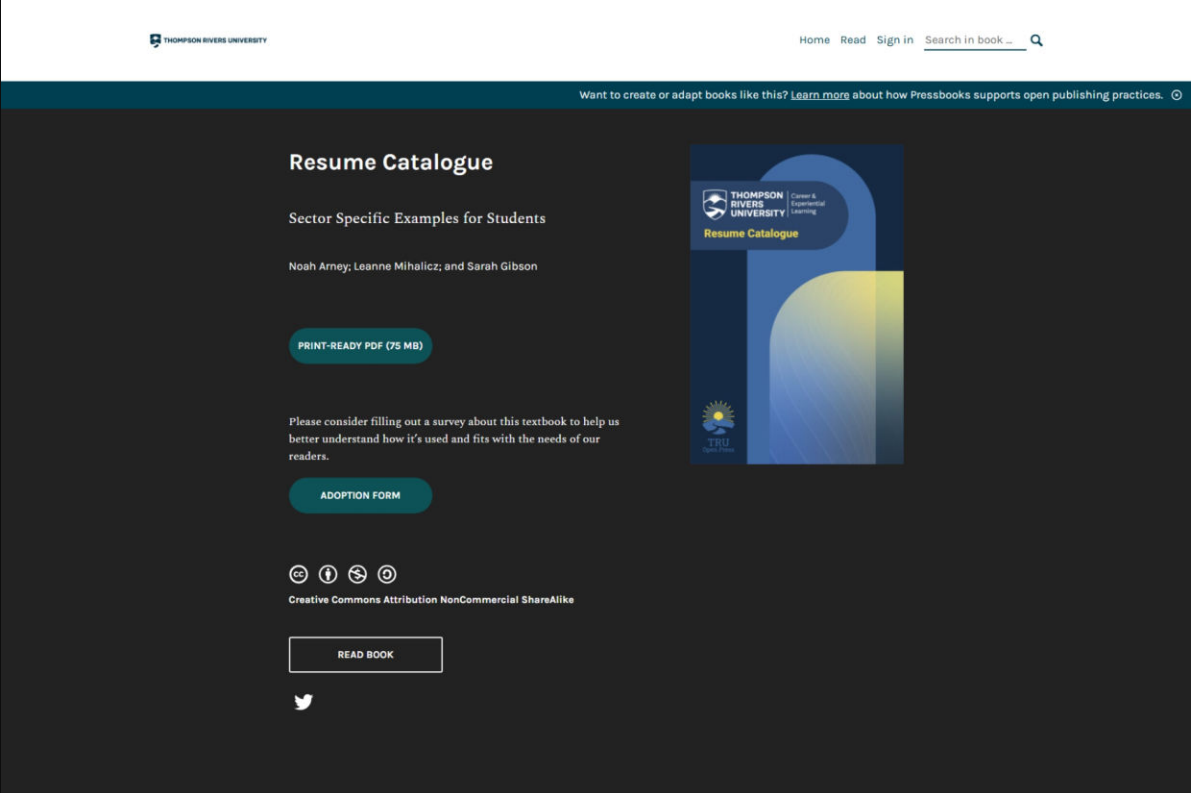
Identify strategies for collaborating with students, faculty, and employers as co-creators

Apply

Apply ideas and lessons learned from the TRU Résumé Catalogue within your own community of practice

What Is the TRU Resume Catalogue?

- Sector Specific Resume Information on relevant, real-time resume and cover letter content and structure
 - Valuable resource for TRU students, faculty, academic units
 - Collaborative process with industry partners, technology specialists, and students (Research Assistants)
 - Integrated appendix within TRU CEL Textbook From University to Career
 - Open Educational Resource accessed provincially, nationally, and globally
-



The screenshot shows the TRU Resume Catalogue page. At the top, there is a navigation bar with the TRU logo, 'Home', 'Read', 'Sign in', and a search bar. Below the navigation bar, a teal banner contains the text: 'Want to create or adapt books like this? [Learn more](#) about how Pressbooks supports open publishing practices.' The main content area has a dark background. On the left, the title 'Resume Catalogue' is displayed, followed by 'Sector Specific Examples for Students' and the authors 'Noah Arney, Leanne Mihalcic, and Sarah Gibson'. There are two teal buttons: 'PRINT-READY PDF (75 MB)' and 'ADOPTION FORM'. Below these is a survey request: 'Please consider filling out a survey about this textbook to help us better understand how it's used and fits with the needs of our readers.' There are also Creative Commons icons and the text 'Creative Commons Attribution NonCommercial ShareAlike'. At the bottom, there is a 'READ BOOK' button and a Twitter icon. On the right side, there is a book cover image for the 'Resume Catalogue' with the TRU logo and the text 'Career & Experiential Learning'.





Why Develop a Resume Catalogue?

Challenge

- Difficult to locate and source student friendly resource materials
- Lack of strong, verified, accessible resources

Solution

- Secure funding
- Plan to create free, accessible, relevant resources for students, faculty, and career educators

Why an Open Educational Resource?

- TRU Career & Experiential Learning was already working on OER textbook and it seemed like a natural addition
- A **need** for sample resumes that can be easily shared with students, and faculty across disciplines
- Can be updated, adapted, and expanded on
- Collaborative philosophy and process
- Supporting other Career and WIL Educators





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Funding & Development

Received TRU Open
Educational Grants for
3 years 2022, 2023,
2025

Allowed us to expand
beyond simply a
departmental
resource or appendix

TRU Resume Catalogue Evolution

| Version | Date | Change | Details |
|---------|------|----------------|---|
| 1 | 2022 | Book published | Resume, cover letter, and sector resume chapters |
| 2 | 2023 | Added content | Resumes added and revised |
| 3 | 2025 | Added content | <ul style="list-style-type: none">•18 new resume samples across all sectors•Updated hotspots descriptions•Home chapter update with graphic•Tourism sector•Cover letter samples•Table of contents•Resume chapter update with activity•Cover letter chapter update•5 videos on resume sections•AI prompts chapter•Transferable skills assessment chapter with graphics and interactive exercise•5 interactive activities for skills assessment |

Collaborating with Students



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- Hired 3 Student Research Assistants
- Student Focus Group

BIGGEST CHALLENGES STUDENTS FACE WHEN CREATING JOB APPLICATION DOCUMENTS



Based on the findings from a student focus group conducted at TRU in 2025.

Collaborating with Industry



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Industry Stakeholders

HR Professionals and Hiring Managers

- Identified key skills and achievements
- Feedback on Resume Format and Presentation
- Focus Group



Resume Catalogue Stats from Jan 2026 - Today

Traffic Trend ⓘ



Visitors

Views

-- Previous period

Daily

881 741

2,031 1,712








Last 30 days

[Traffic Trend Report](#)

Resume Catalogue Stats from Jan 2026 - Today

Top Countries

| | | |
|---|-----|-------|
|  Canada | 297 | 42.8% |
|  Singapore | 215 | 31% |
|  United States | 116 | 16.7% |
|  India | 48 | 6.9% |
|  Australia | 18 | 2.6% |

Total Visitors and Views

| | | |
|-----------------------|-------|-------|
| This week | 152 | 582 |
| Last week | 239 | 549 |
| This month | 624 | 1.53K |
| Last month | 812 | 1.86K |
| Last 7 Days: | 202 | 697 |
| Last 30 days | 881 | 2.03K |
| Last 90 days | 2.21K | 5.43K |
| Last 6 months | 3.39K | 9.34K |
| This year (Jan-Today) | 3.22K | 8.9K |
| Total | 3.39K | 9.34K |

Open Education Sharing Widely

Regional, Provincial, National

- Local at TRU
- Conference Presentations
- CareerWise Article
- LinkedIn





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Who's Using It?

- Our stats show that many Post Secondary Institutions across BC and Canada have been accessing and implementing the resource.
- Are you one of them?



Accessibility and Use of a Variety of Learning Modes

- Avatar video with transcripts
- Hot Spots
- Graphics
- Tables
- Interactive exercises
- PDF downloads and QR codes for mobile access

Accessibility

The web version of [Resume Catalogue](#) has been designed to meet [Web Content Accessibility Guidelines 2.0](#), level AA. In addition, it follows all guidelines in [Appendix A: Checklist for Accessibility of the Accessibility Toolkit – 2nd Edition](#).

Includes:

- **Easy navigation.** This resource has a linked table of contents and uses headings in each chapter to make navigation easy.
- **Accessible videos.** All videos in this resource have captions.
- **Accessible images.** All images in this resource that convey information have alternative text. Images that are decorative have empty alternative text.
- **Accessible links.** All links use descriptive link text.

Accessibility Checklist

| Element | Requirements | Pass |
|--------------|---|------|
| Headings | Content is organized under headings and subheadings that are used sequentially. | Yes |
| Images | Images that convey information include alternative text descriptions. These descriptions are provided in the alt text field, in the surrounding text, or linked to as a long description. | Yes |
| Images | Images and text do not rely on colour to convey information. | Yes |
| Images | Images that are purely decorative or are already described in the surrounding text contain empty alternative text descriptions. (Descriptive text is unnecessary if the image doesn't convey contextual content information.) | Yes |
| Tables | Tables include row and/or column headers with the correct scope assigned. | Yes |
| Tables | Tables include a title or caption. | Yes |
| Tables | Tables do not have merged or split cells. | Yes |
| Tables | Tables have adequate cell padding. | Yes |
| Links | The link text describes the destination of the link. | Yes |
| Links | Links do not open new windows or tabs. If they do, a textual reference is included in the link text. | Yes |
| Links | Links to files include the file type in the link text. | Yes |
| Video | All videos include high-quality (i.e., not machine generated) captions of all speech content and relevant non-speech content. | Yes |
| Video | All videos with contextual visuals (graphs, charts, etc.) are described audibly in the video. | Yes |
| H5P | All H5P activities have been tested for accessibility by the H5P team and have passed their testing. | Yes |
| H5P | All H5P activities that include images, videos, and/or audio content meet the accessibility requirements for those media types. | Yes |
| Font | Font size is 12 point or higher for body text. | Yes |
| Font | Font size is 9 point for footnotes or endnotes. | Yes |
| Font | Font size can be zoomed to 200% in the webbook or eBook formats. | Yes |
| Mobile Check | Layout displays properly on smaller screen sizes and is mobile-friendly. | |

Accessibility Checklist Table



Maintenance & Sustainability

Challenges

- TRU Open Press no longer operational
- Limited Funding & Resources
- Importance of keeping the resource maintained and relevant
- Tech Expertise
- Time

Opportunities

- Collaboration with other Career Educators
- Collaboration with other Subject Matter Experts
- Exploring new funding models
- Exploring ways to involve and support students in development

Website Walkabout and Activity



- [Home page](#)
- Resume samples: [Technology, Arts](#)
- Cover letter samples: [Arts, Business](#)
- [Avatar videos](#)
- [Skills Finder activity](#)
- [Reflection Exercise](#)

Activity

1. Open the Resume Catalogue
2. Navigate to the Skills Finder activity
3. Pick 1 of the 5 skills and do the activity!



Discussion

How could you utilize the Skills finder activity and Reflection exercise with your students or clients?

How can we continue to improve this?

Thank You

Questions?

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