

Admission



Domestic and International student admission requirements

- A university degree or three year College diploma

Applicant Selection:

- Eligible applicants will be selected on the basis of the following selection criteria:
 - Previous academic achievement
 - Demonstrated experience
- Postsecondary transcripts, indicating courses completed to date, must be submitted at the time of application
- Applicants will be requested to submit a detailed resume and cover letter to illustrate their suitability for a career in Human Resources Management
- Proof of English proficiency for applicants where English is not their first language must be submitted to Ontario Colleges

Application Process:

Interested individuals who have applied to [Ontario Colleges \(opens new window\)](#) should submit a resume and covering letter via e-mail to the Admissions Officer, Casandra Saiciuc at casandra.saiciuc@mohawkcollege.ca.

In the subject line of the e-mail, please state - Program 113 Application and Ontario Colleges Number. Also include your Ontario Colleges number in the Covering Letter.

Your resume and covering letter should include:

- An explanation of why you are interested in pursuing a career in Human Resources
- A list of any relevant courses you have taken at the undergraduate level eg. Business, Labour Studies, Economics, Organizational Behaviour etc.
- A list of accomplishments that demonstrate that you would be a strong candidate to work in the field of Human Resources.

Language Requirements for International Students:

- IELTS overall band of 6.5 with no band less than 6.0
- TOEFL iBT 88
- CAEL 70, no sub-test band score less than 60
- PTE Academic 58
- Mohawk College English Language Test (Accuplacer: Assessment for Success) aligned with CAEL Band
- Completion of level 8 of the [General Arts and Science - English for Academic Purposes](#) (GAS-EAP). Placement in the GAS-EAP program is determined by scores on an in-house English language test or TOEFL or IELTS

Applicants whose first language is not English will be required to demonstrate proficiency in English. Options are available for mature applicants.

This is a BYOD (Bring your own device) program where you will learn applicable software applications to support your learning. Please see Laptop Requirements under Additional Information.

Michaela Basciano
15 Brooklyn Court
St. Catharines, ON, L2N 7S6
(905)-321-6505
michbasc@gmail.com

August 12th, 2018

Casandra Saiciuc, Admissions Officer
Mohawk College, Fennell Campus
135 Fennell Avenue West
Hamilton, ON, L9C 0E5
casandra.saiciuc@mohawkcollege.ca

Dear Casandra,

Please consider my application for admission to Mohawk College's Human Resource Management (113) program. I will graduate from the University of British Columbia in May with an undergraduate degree in Psychology with a minor in Commerce. At UBC, I have been a part of many student organizations, many of which I have held an internal or human resource related position. These endeavours often included the development, organization, and management of team members, conflict management and resolution, policy writing, recruiting and hiring, leading meetings, and maintaining an organizational culture.

While pursuing my degree, I have taken courses reflecting many areas of the human resource sector, with commerce courses including organizational behaviour, finance, accounting, strategic management, marketing, and business operations. Furthermore, my psychology classes have provided me with insight to various human psyche topics, including personality types and development, explanations of human behaviour, and motivation.

I am pursuing a career in human resources because I believe that all great organizations cannot function or succeed without its biggest resource – its people. Everyone has a role to play within a working environment and I believe it's up to human resources to ensure that everyone is properly looked after and that all being recruited are contributing to the workplace culture to their greatest potential. I believe Mohawk can equip me with the necessary skills and education in order to make this goal a reality. One of my favourite quotes states "If you want to go fast, go alone. If you want to go far, go together", and I find that this phrase can often be underestimated or even forgotten when leading a team. I want to change that. Watching my family's business grow for over 40 years has helped this proverb really come to life in my eyes.

The city of Hamilton holds a special place in my family's hearts, with my father having completed his degree from McMaster and playing for the CFL team, and my sister currently studying in the Mohawk-McMaster collaborative nursing program. I would love the opportunity to have my own experience within the city as well. I encourage you to see my resume for a full understanding of my background. Please contact me by email if you require anything else from me. I look forward to hearing from your office with their admissions decision.

Sincerely,



Michaela Basciano
Mohawk College 113 Applicant

MICHAELA BASCIANO

155 Winona Rd
Hamilton, ON,
L8E 5K4

Contact:
michbasc@gmail.com
(905)-321-6505

OBJECTIVE

Earning admission into Mohawk College's Human Resources Management (113) Program in order to obtain a future workplace position that will challenge and help me grow as a professional within the Human Resources sector.

SKILLS

Accountability
Leadership
Event Planning
Social Media Management
Basic Marketing
Conflict Resolution
Attention to Detail
Collaboration & Cooperation
Customer Service
Team Building & Management
Organization
Robert's Rules of Order

EDUCATION

BACHELOR OF ARTS

Major: Psychology
Minor: Commerce

University of British Columbia (UBC)
2016 - Present

ONTARIO SECONDARY SCHOOL
DIPLOMA (with AWARD OF
EXCELLENCE)

St. Francis Catholic Secondary School
2012 - 2016

CERTIFIED ENTRY LEVEL
ACCREDITATION

Canadian Ski Coaches Federation
2014

EXPERIENCE

INTERNAL DIRECTOR AND HUMAN RESOURCE HEAD

The Calendar (UBC) / 2020 - Present

Directed the internal portfolio and executives of the organization. Planned and executed all hiring campaigns. Lead director, executive, portfolio, and big team meetings. Human resources and conflict resolution lead. Responsible for team building, cooperation, and development as well as maintaining the team's organizational culture.

Notable Accomplishments:

- Continued the writing and began the implementation of The Calendar's first Code of Conduct and Sexual Assault Policy.
- Spearheaded the creation of new internal portfolio committees.
- Organized and assisted in the facilitation of Sexual Assault Intervention and Prevention Education for the UBC's largest event planning and community culture building groups.

SALES & MARKETING and HUMAN RESOURCES ASSISTANT

Mountainview Building Group / (Seasonal Full-Time Employment) 2017 - Present

Assistant to the Sales & Marketing Manager and Coordinator of Mountainview Homes. Assisted President & Human Resource officials in the creation of policies.

- Created policies (e.g., dress code policy) for employee handbook.
- Contacted clients and potential buyers.
- Created, reviewed, ordered, and assisted in the creation of marketing and branded material.
- Competitive price analysis and market research.

PROFESSIONAL DEVELOPMENT COORDINATOR

The Calendar (UBC) / 2019 - 2020

Designed professional development sessions and training days for all portfolios of the organization that fostered both personal and professional growth of all members of the team. Assisted in handling and managing of intrapersonal and interpersonal conflicts. Human resources.

Notable Accomplishments:

- Assisted and organized the hiring process of The Calendar representatives and the future executive team with the Internal Director.
- Created the working relationship between The Calendar and UBC's Sexual Violence Prevention and Response Office (SVPRO) and the Wellness Centre's First Aid Student Team (FAST) in order to promote, support, and conduct safer event practices on campus.
- Presented at the UBC Student Leadership Conference (SLC) to educate those planning events on how to do so safely.
- Began the writing of The Calendar's first Code of Conduct and Sexual Assault Policy.

MICHAELA BASCIANO

technical SKILLS

Microsoft Word / Pages
Microsoft Excel / Sheets
Microsoft Powerpoint / Keynote
Canva
Wix
Wordpress
SPSS
Instagram
Facebook
Twitter

PROFESSIONAL DEVELOPMENT

QPR SUICIDE PREVENTION TRAINING
University of British Columbia
2017, 2018

SEXUAL ASSAULT DISCLOSURE TRAINING
University of British Columbia
2017, 2018, 2019

NACURH ANNUAL LEADERSHIP CONFERENCE
Arizona State University
Tempe, Arizona
2018

CPR & FIRST AID CERTIFIED
Mountainview Homes
Thorold, ON
2019

SEXUAL ASSAULT INTERVENTION AND PREVENTION EDUCATION
Good Night Out
Vancouver, BC
2019

References upon request.

EXPERIENCE continued

VICE PRESIDENT OUTREACH & LEADERSHIP

UBC Residence Hall Association (RHA) / 2018 - 2019

Mentored all (9) residence area vice presidents. Managed all social media, marketing, and organization exposure. Organized collaborations with external parties, campus leaders & figures, and various other campus groups & institutions. Advised and chaired Inter-Council meetings and event collaborations. Conflict management, and member development. Created and implemented policy and the RHA constitution.

Notable Accomplishments:

- Recognized campus wide as Executive Board Member of the Month for September & October 2018.
- Recognized regionally as Executive Board Member of the Month for January 2019.
- Pacific Affiliate of College and University Residence Halls (PACURH) Executive Board Member of the Year Finalist; UBC's Bid for Executive Board Member of the Year
- Learned to build a website through Wordpress.
- Extensive design experience through Canva.
- Organized a seasonal, weekly shuttle service available to 12,000 campus residents to Whistler Blackcomb.
- Attended the National Association of College and University Residence Halls' (NACURH) Annual Leadership Conference in Tempe, Arizona.
- Successfully planned and executed a week-long training orientation and multiple professional development workshops for all UBC RHA members.

HOUSE PRESIDENT - PLACE VANIER RESIDENCE ASSOCIATION

UBC Residence Hall Association (RHA) / 2017 - 2018

Advocated on behalf of the residents of Okanagan House. Possessed voting power on the Place Vanier Residence Association. Managed a joined house council of 20 floor representatives. Chaired house council meetings.

Notable Accomplishments:

- Planned and executed monthly house events, the largest with 85 in attendance.
- Successfully organized the Place Vanier annual spring formal, bringing in an attendance of over 300 residents and Residence Life staff.
- Pacific Affiliate of College and University Residence Halls (PACURH) Student of the Year Finalist; UBC's Bid for Student of the Year
- Place Vanier ticketing representative and organizer for the UBC RHA Whistler Shuttle.
- Advocated for dietary restriction notices & symbols on the Place Vanier dining hall menu.

SKI RACING COACH

Georgian Peaks Private Ski Club / 2014 - 2016

Coached two seasons of competitive ski racing after several years of competing. Responsible for teams of children between the ages of 7-12.

- Assisted in mountain safety procedures.
- Reported to supervisors daily.
- Secured own team without mentorship in 2nd year of experience.
- Created daily lesson plans and emergency action plans.
- Guided and educated all members of the team.

Michaela Basciano
155 Winona Rd
Hamilton, ON, L8E 5K4

August 10th, 2020

Nicole Kennedy, Sales & Marketing Manager
Mountainview Building Group
Thorold, ON, L2V 4Y6

Dear Nicole,

I am glad you are doing well during this time. I am currently applying for admission to a graduate diploma program at Mohawk College. As you know, I have aspirations of becoming a Human Resources specialist in the future and admission into this program grants me the opportunity to earn my first required certification. I am writing to ask for your permission to list you as a reference and if you would be willing to provide me with a reference letter for this application if needed in the future.

Working as your Sales & Marketing Assistant the past five years has been a pleasure. I have learned so much under your guidance and have thoroughly enjoyed my time at Mountainview. I have always admired your determination and ability to effectively lead in stressful times.

If you are able to assist, please contact me at michbasc@gmail.com. I have enclosed a link to my online LinkedIn resume, for your reference. If you require my full resume, do not hesitate to ask. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Michaela Basciano". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Michaela Basciano

Encl.: <https://www.linkedin.com/in/michaelabasciano/>

Michaela Basciano
155 Winona Rd
Hamilton, ON, L8E 5K4

August 10th, 2020

Robert Morton, Owner & Founder
The Calendar
Vancouver, BC

Dear Robert,

I hope you are doing well during this time. I am currently applying for admission to a graduate diploma program at Mohawk College. I have aspirations of becoming a Human Resources specialist in the future and admission into this program grants me the opportunity to earn my first required certification. I am writing to ask for your permission to list you as a reference and if you would be willing to provide me with a reference letter for this application if needed in the future.

Working for your organization for the past two years has provided me with a plethora of opportunities on campus. As your current Internal Director, I have immensely appreciated your guidance, support, and encouragement in keeping our team alive and effectively managing our director team throughout this coronavirus pandemic.

If you are able to assist, please contact me at michbasc@gmail.com. I have enclosed a link to my online LinkedIn resume, for your reference. If you require my full resume, do not hesitate to ask. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Michaela Basciano" with a long horizontal flourish extending to the right.

Michaela Basciano

Encl.: <https://www.linkedin.com/in/michaelabasciano/>

Michaela Basciano
155 Winona Rd
Hamilton, ON, L8E 5K4

August 10th, 2020

Vandita Kumar, 2018-19 Executive President
UBC Residence Hall Association (RHA)
Vancouver, BC

Dear Vandita,

I am glad you are doing well during this time. I am currently applying for admission to a graduate diploma program at Mohawk College. As you know, I have aspirations of becoming a Human Resources specialist in the future and admission into this program grants me the opportunity to earn my first required certification. I am writing to ask for your permission to list you as a reference and if you would be willing to provide me with a reference letter for this application if needed in the future.

Working alongside you during our executive year in the RHA has been one of the most rewarding leadership experiences I have ever had. Your leadership has continually inspired me to become a better leader in all my campus endeavours. We accomplished great feats together and you always brought out the best in me.

If you are able to assist, please contact me at michbasc@gmail.com. I have enclosed a link to my online LinkedIn resume, for your reference. If you require my full resume, do not hesitate to ask. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Michaela Basciano". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Michaela Basciano

Encl.: <https://www.linkedin.com/in/michaelabasciano/>