

COLLEGE OF
**TECHNOLOGY, ARCHITECTURE
AND APPLIED ENGINEERING**

BGSU

BOWLING GREEN STATE UNIVERSITY

OFFICE OF COOPERATIVE EDUCATION

CO-OP PREP GUIDE

www.bgsu.edu/techcoop

coop@bgsu.edu

419-372-7581

102 Technology Building

50 YEARS

TECH CO-OP

1968 – 2018

BGSU

BOWLING GREEN STATE UNIVERSITY

@bgsucareers

#hirefalcons



BGSU College of Technology, Architecture and Applied
Engineering CO-OP



@BGSUtechcoop



BGSU College of Tech Cooperative Education

CO-OP COURSE
TECH 2890, 3890, 4890

What is a Co-op?

- 4 credit hour course(s)
- Required for graduation (1 – 3 depending on your major).
- Integrates academic coursework with work experience in your major.
- Prepares you with job search skills and experience in your industry.

Co-op Requirements (for each Co-op)

- Students responsibilities must be related to their major
- Student must work full time, 40 hours/week for one full semester OR Part-time 20 hours/week for two consecutive semesters
- Students must be supervised and working at a professional location
- Students must be paid a reasonable wage as set forth by the United States Department of Labor. (The co-op office in the CTAAE does not sanction unpaid co-ops).

Co-op Registration

- A coop must be registered to receive co-op credit www.bgsu.edu/techcoop
- A co-op report, co-op photo, co-op site review, mid-term and final co-op evaluation and more are part of the co-op course requirements.

CO-OP AND CAREER SUCCESS STRATEGIES

First Semester

- Get involved by joining [student campus, community](#) and professional organizations.
- Take advantage of the [CTAAE Co-op Office](#) and [Career Center](#) events and resources.
- Create/Update your [resume, cover letter, list of references, portfolio etc.](#)
- Get connected on [Handshake](#) and LinkedIn and review social media privacy settings.
- Consult with your [academic advisor](#) to determine possible semesters for co-ops.
- Meet with your [faculty mentor](#) for career advice.
- Research and participate in industry related experiences through on/off [campus activities, research](#) and/or service learning roles that relate to your major.
- Network with family, friends, [alumni, etc. about industry and co-op connections.](#)
- Begin searching, reviewing and applying for jobs that meet [co-op requirements](#), i.e. co-ops, internships, summer jobs, etc.).
- Research organization/company websites and information and follow on social media.
- Research [study abroad](#), short term internships and job shadow opportunities.

Semester Break

- Update/tailor your resume, Handshake, LinkedIn etc., by listing industry related accomplishments and skills learned in and out of the classroom.
- Send follow up message and updated resume to previous contacts.
- Continue searching, applying and following up with at least 5-7 employers weekly.
- Acquire professional interview attire.
- Conduct informational interviews and job shadow with professionals in your industry.
- Study abroad, participate in short term internships or service learning activities.
- Check out [Focus](#) to test your career planning readiness and practice [interviewing](#).

Second Semester

- Apply and follow up on 5-7 potential co-op opportunities weekly.
- Customize each cover letter for each position
- Customize your resume for positions as appropriate
- Follow up with your [faculty mentor](#) for ongoing career and academic advice
- Attend conferences, workshops and on/off campus career fairs and professional development events.
- Become a leader in an on or off campus organization.
- [Register your co-op](#) before the deadline.

Co-op Semester

- Begin your co-op.
- Monitor email for all co-op course communications and updates.
- Review Canvas Co-op Course Shell for requirements, report template and due dates.
- Participate in co-op site review and complete co-op assignments.
- Thank your co-op employer.

*****All of these strategies should be applied continuously as appropriate*****

SAMPLE RESUME LAYOUT

Frieda Falcon

12345 Falcon Drive, Bowling Green, Ohio 43403
419-372-1234 • frieda@bgsu.edu

Education

Bowling Green State University Bowling Green, Ohio

Bachelor of ...

Major: ... (Expected Date of Graduation: Month, Year)

Owens Community College, Toledo, Ohio

Associate of ...

Major... (Month, Year)

Skills & Technical Knowledge (Examples)

<ul style="list-style-type: none">• Adobe Suite• Dreamweaver• Premiere• Fireworks• Illustrator• 3D Studio Max	<ul style="list-style-type: none">• Visual Studio• AfterEffects• InDesign• Microsoft Suite• Programing• Primavera	<ul style="list-style-type: none">• PHP• CSS• Html• JavaScript• Sketchup• 3D Modeling	<ul style="list-style-type: none">• 3D Animation• Editing• CAD• Revit• BIM• Submittals
--	--	--	---

Experience

Position Title, Company/Organization, City, State (Month, Year – Current or End Month, Year)

- Resume action word and describe duties and experience
- Resume action word and describe duties and experience
- Resume action word and describe duties and experience

Position Title, Company/Organization, City, State (Starting Month, Year – End Month, Year)

- Resume action word and describe duties and experience
- Resume action word and describe duties and experience

Position Title, Company/Organization, City, State (Starting Month, Year – End Month, Year)

- Resume action word and describe duties and experience
- Resume action word and describe duties and experience
- Resume action word and describe duties and experience

Special Projects

Created ...,

Organized...

Extracurricular Activities

Vice President of Name of Organization/Club, City, State, Month, Year

- Resume action word and describe duties and experience
- Resume action word and describe duties and experience

Awards and Honors

- Name of Award or Honor, Month, Year
- Name of Award of Honor, Month, Year

RESUME REQUIREMENTS CHECKLIST

Layout and Format (Requirements)

- Name font size is minimum 18 and Maximum 24
- Body text font size is minimum 10/maximum 12 and easy to read
- Margins are minimum .5 inch and maximum 1 inch
- Headings, fonts, bullets, margins and subheadings are consistent
- No spelling or grammatical errors
- No personal pronouns or acronyms (I, me, my)
- Resume design is consistent with professional and industry practice
- Header with name and page number is on subsequent pages
- White space is effectively used for visual appeal
- Format, design, and layout are consistent throughout all professional documents
- References listed on a separate page and ready to be provided when requested
- ALL education, experiences, accomplishments etc. listed in reverse chronological order
- Most important information listed highest on resume (i.e. industry skills)
- Resume should not include: hourly wage, supervisor information, company street address, zip code
- Verb tense used is appropriate, i.e. past tense for past experience
- One page is best for a student resume, but if two, at least half of second page is filled

Contact Information (Requirements)

- Contact information listed at top of page
- First and Last name, address, phone and email is included

Education (Requirements)

- Highest/most recent degree listed first
- College/university name spelled out
- Official major and degree listed correctly
- Minors, specializations, licenses, and other relevant credentials listed
- School city and state (only) listed
- Expected graduation month and year listed
- Eliminate high school information as experience in college/industry is gained, (unless industry specific for example trade school)

Experience and Skills (Requirements)

- Full name, city and state listed for each company
- Title listed for each position
- Starting and ending month and year for each position listed (end date 'present' when still employed)
- List skills competencies, proficiencies, unique qualification etc. as appropriate
- List industry specific and transferable skills (Microsoft Word, Excel, CAD, Photoshop, etc.)
- Whenever possible, list skills as applied in relevant experiences, i.e. Utilized CAD to...
- Resume action words and short concise bulleted statements summarize skills and responsibilities

RESUME OPTIONS, SUGGESTIONS AND COMMON MISTAKES

Objective

- A tailored concise statement outlining your career objective and specific to a company and/or position.
- An optional sometimes unnecessary resume enhancement.

Skills

- Avoid listing attributes as skills (i.e. good listener)

Awards and Honors/Achievements

- Name, month and year of each honor/achievement awarded listed in reverse chronological order

Activities (Extracurricular, Community, Service Learning, Leadership Experience, etc.)

- List study abroad activities
- List full name city and state for organizations, clubs etc.
- List position title (president, secretary, member etc.) and dates
- List starting and ending dates (list end date as present if currently involved)
- Use resume action verbs to describe role, transferable skills and contributions

RESUME ACTION WORD EXAMPLES

Creativity	Problem Solving	Leadership	Data	Communication	Technical
Brainstorm	Adapt	Delegate	Analyze	Correspond	Adapt
Construct	Finalize	Manage	Calculate	Discuss	Apply
Design	Generate	Plan	Collect	Collaborate	Assemble
Modify	Refine	Responsible	Estimate	Communicate	Build
Update	Repair	Supervise	Evaluate	Promote	Compute
Create	Restore	Execute	Track	Represent	Troubleshoot
Customize	Arrange	Plan	Adjust	Inform	Engineer
Develop	Catalog	Mediate	Balance	Advise	Install
Illustrate	Organize	Consult	Allocate	Listen	Maintain
Establish	Prepare	Moderate	Budget	Interpret	Operate
Model	Process	Assign	Forecast	Observe	Program
Draft	Adjust	Direct	Project	Publish	Solve
Originate	Edit	Chair	Reconcile	Report	Standardized
Solve	Address	Oversee	Reduce	Edit	Updated

Other skills enhancement phrases:

Familiar with

Understanding of

Experience in

SAMPLE COVER LETTER LAYOUT

Frieda Falcon

12345 Falcon Drive, Bowling Green, Ohio 43403
419-372-1234 • frieda@bgsu.edu

Date

Employers First and Last Name

Employers Position Title

Company Name

Address

City, State Zip Code

Dear Employers Name,

This opening paragraph should identify the position title and employer for which you are applying, and how you heard about the position. Next provide a brief overview of your major and expertise. Also, express your interest in the position and why you want to work with this employer.

The next paragraph should summarize previous employment experiences, classroom experience, and/or volunteer experience or any other factors that identified why and how you can meet their expectations and fulfill the responsibilities of the position. Do not repeat your resume verbatim, but try to catch the attention of the employer with examples of past experiences that align closely with the position for which you are applying. Use terminology from the position posting to make this connection.

If necessary, another paragraph can further summarize any important and relevant experiences.

A summary of your career goals and how they align with the position and a reference to your knowledge of the company to demonstrate that you are a good fit and have researched the company.

The closing paragraph should restate your interest in the position. End with a request to arrange a time to discuss your qualifications and how you can be reached (phone number). Thank the employer for their time and consideration.

Sincerely,

Frieda Falcon

Frieda Falcon

COVER LETTER REQUIREMENTS CHECKLIST

LAYOUT AND FORMAT

- Name and font size minimum 18, maximum 24
- Body text font size minimum 10 and maximum 12
- Margin minimum .5 inch, maximum 1 inch
- Font is easy to read
- Headings, fonts and margins are consistent through out
- No spelling or grammatical errors
- No use of acronyms
- Cover letter design is consistent with professional practice
- Cover letter fits on one page
- Cover letter, resume, reference page layout and branding is consistent

HINTS AND TIPS

- Proof read carefully
- Use cover letter as the email, and attach pdf of cover letter and resume
- Save an electronic copy of each cover letter for your records
- Follow up 1-2 weeks after submitting and check status periodically
- Describe how you can meet the needs of the employer, not how they can help you
- Sell yourself, but don't over exaggerate with words like exceptional or impeccable

PERSONAL CONTACT INFORMATION

- First and last name, address, phone and professional email listed at top of page

COMPANY CONTACT INFORMATION

- Employers first and last name is below heading
- Employer contact, position title, company name, and full address is below heading

GREETING

- Reference employer's first and last name
- Address cover letter as "Greetings" or "Dear Hiring Committee if unknown employer name

OPENING PARAGRAPH (3-5 sentences)

- Customize every cover letter for every position and company
- Full name is listed for potential company
- Full position title is listed for potential position
- Name of Major is referenced

SECOND AND OPTIONAL THIRD PARAGRAPH (3-5 sentences)

- Relevant experience and projects highlighted.
- Correct action verb tense used to explain duties and experiences

SUMMARY PARAGRAPH (3-5 sentences)

- Goals and experience as related to position and employer indicated

CLOSING PARAGRAPH (3-5 sentences)

- Full name listed for potential company
- Full potential position listed
- Contact information matches heading

SIGNATURE

- First and last name is below signature
- Blue or black ink used for signature

SAMPLE REFERENCES LAYOUT

Frieda Falcon

12345 Falcon Drive, Bowling Green, Ohio 43403
419-372-1234 • frieda@bgsu.edu

First Name Last Name

Position Title

Company Name

Professional Email Address

Phone Number

Professional Relationship (i.e. Coach)

First Name Last Name

Position title

Company Name

Professional Email Address

Phone Number

Professional Relationship

First Name Last Name

Position title

Company Name

Professional Email Address

Phone Number

Professional Relationship

REFERENCES REQUIREMENTS CHECKLIST

LAYOUT AND FORMAT

- Name and font size minimum 18, maximum 24
- Body text font size minimum 10 and maximum 12
- Margin minimum .5 inch, maximum 1 inch
- Font is easy to read
- Headings, fonts and margins are consistent through out
- No spelling or grammatical errors
- No use of acronyms
- Cover letter design is consistent with professional practice
- Cover letter fits on one page
- Cover letter, resume, reference page layout and branding is consistent

PERSONAL CONTACT INFORMATION

- Personal contact information is listed at top of first page
- First and last name is included in heading
- Full address is listed in heading
- Preferred phone number is included in heading
- Professional email is listed in heading

REFERENCE CONTACT INFORMATION

- Professional References or Academic References as section title
- Full name for each reference listed
- Position title for each reference listed
- Company name or organization listed for each reference
- Phone number listed for each reference
- Your professional relationship to listed reference (i.e. Supervisor, Coach, etc)
- Minimum of 3 and maximum of 6 references listed

Sign up for



handshake

- Build out and Update an individual profile
- Post your resume to connect with organizations
- Submit and manage job and internship applications
- Search thousands of postings from organizations across the country
- Schedule appointments with the Career Center
- Register for Career Center events



***Sign up and create your Handshake profile
through your MyBGSU Account***



STEPS TO SUBMIT YOUR RESUME ON HANDSHAKE

1. Log into MyBGSU and click on 'Handshake'.
2. Click on your name and select 'Documents'.
3. Click on 'Add New Document'.
4. Click 'Select from Computer' to upload your document.
5. Ensure 'Resume' is selected for 'Document Type'.
6. Click 'Add Document' to complete the upload.

***Your resume must meet resume requirements as listed above to be approved for Handshake.**