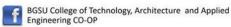
### **COLLEGE OF TECHNOLOGY, ARCHITECTURE** AND APPLIED ENGINEERING



# OFFICE OF COOPERATIVE EDUCATION CO-OP PREP GUIDE







@BGSUtechcoop



**BGSU College of Tech Cooperative Education** 

### Cooperative Education

### Student Co-op Requirements

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### How To Register Your Co-op

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### Co-op Success Strategies First Semester Semester Break Second Semester Co-op Semester

# Sample Resume Layout

Resume Requirements Checklist  Layout and Format (Requirements)
Contact Information (Requirements)  □ □
Education (Requirements)  □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
Experience and Skills (Requirements)  □ □ □ □ □ □ □ □ □

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Resume Action Word Exam	ples		
Other skills enhancement p	hrases:		
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### SAMPLE COVER LETTER LAYOUT

Frieda Falcon

Cover Letter Requirements Checklist
Layout And Format
Hints And Tips
Personal Contact Information
Company Contact Information
Creating
Greeting
ODENHALC DADA CDADIL (2 F Control )
OPENING PARAGRAPH (3-5 Sentences)
Cooped And Outland Third Davagnamb (2 F Contamosa)
Second And Optional Third Paragraph (3-5 Sentences)
Summary Paragraph (3-5 Sentences)
Closing Paragraph (3-5 Sentences)
Signature

### SAMPLE REFERENCES LAYOUT

# Frieda Falcon

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### References Requirements Checklist Layout And Format Personal Contact Information Reference Contact Information

Co-op Se □	arch Strategies
Interview	Hints and Tips
Internati	onal Student Co-op Success Strategies  o

# Sample Of Job Titles by Major

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# Sample Of Employers