

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


BGSU[®]

BOWLING GREEN STATE UNIVERSITY

OFFICE OF COOPERATIVE EDUCATION CO-OP PREP GUIDE



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

 @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

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Semester Break

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Second Semester

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Co-op Semester

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Sample Resume Layout



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Resume Requirements Checklist

Layout and Format (Requirements)

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Contact Information (Requirements)

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Education (Requirements)

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Experience and Skills (Requirements)

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Resume Action Word Examples

Other skills enhancement phrases:

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SAMPLE COVER LETTER LAYOUT



Frieda Falcon

Cover Letter Requirements Checklist

Layout And Format

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Hints And Tips

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Personal Contact Information

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Company Contact Information

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Greeting

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OPENING PARAGRAPH (3-5 Sentences)

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Second And Optional Third Paragraph (3-5 Sentences)

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Summary Paragraph (3-5 Sentences)

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Closing Paragraph (3-5 Sentences)

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Signature

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SAMPLE REFERENCES LAYOUT

Frieda Falcon

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Co-op Search Strategies

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Interview Hints and Tips

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International Student Co-op Success Strategies

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