

Co-op Action Guide

Co-ops + Careers offers many resources and events to

EQUIP you with the necessary tools to **EVOLVE** your skills and ultimately **EXCEL** in the industry of your choice.

	4-5 Months Before*	3-4 Months Before	1-2 Months Before
Co-op Search Action Items: Bolded Items are Required to Receive Co-op Credit	<input type="checkbox"/> Familiarize yourself with the Co-ops + Careers resources <input type="checkbox"/> Prepare a draft of your resume <input type="checkbox"/> Submit Co-op Terms & Conditions on WITworks <input type="checkbox"/> Meet with your Co-op + Career Advisor for WITworks access <input type="checkbox"/> International Students: talk with International Student Services about CPT requirements <input type="checkbox"/> Attend Co-op Institute to learn how to: <ul style="list-style-type: none"> ○ Create and edit your resume & cover letters ○ Develop an elevator pitch ○ Create/update your LinkedIn profile ○ Conduct informational interviews <input type="checkbox"/> Begin to create a Portfolio of completed work/projects <input type="checkbox"/> Join professional and student organizations <input type="checkbox"/> Identify companies with early application deadlines	<input type="checkbox"/> Meet with your Co-op + Career Advisor to finalize your application materials <input type="checkbox"/> Upload your resume to WITworks <input type="checkbox"/> Set up email alerts on WITworks and other job boards for positions of interest <input type="checkbox"/> Begin applying for co-ops, customizing your application to each opportunity <input type="checkbox"/> Schedule a mock interview with your Co-op + Career Advisor <input type="checkbox"/> Create list of references <input type="checkbox"/> Register for your co-op semester on Leopardweb <input type="checkbox"/> Make sure your interview attire fits, and is clean and pressed or visit WITwear to borrow items as needed	<input type="checkbox"/> Continue applying and interviewing <input type="checkbox"/> Meet with your Co-op + Career Advisor if you are not getting interviews <input type="checkbox"/> Send thank you notes to each employer 24 hours after an interview <input type="checkbox"/> Review co-op offers <input type="checkbox"/> Accept a co-op offer and notify any other employers you've interviewed with to withdraw your candidacy <input type="checkbox"/> Once you accept a co-op offer you MUST stop applying and interviewing <input type="checkbox"/> Report your hire on WITworks <input type="checkbox"/> International Students: Complete all CPT paperwork, get it signed by your Co-op + Career Advisor, and submit it to ISS <input type="checkbox"/> Thank your references and let them know you accepted a co-op
During Your Co-op	<input type="checkbox"/> Create work plan with your supervisor that outlines your responsibilities and addresses your learning goals <input type="checkbox"/> Meet regularly with your supervisor about your progress <input type="checkbox"/> Network with people across the organization and conduct informational interviews <input type="checkbox"/> Create a portfolio of accomplishments, including deliverables, skills acquired or honed, and any recognition you received making sure to receive permission from your employer to share any company information <input type="checkbox"/> At the end of your co-op, ask for a LinkedIn recommendation <input type="checkbox"/> Complete your self-evaluation to receive a passing grade <input type="checkbox"/> Ensure your employer evaluation is completed to receive a passing grade		
Co-op + Career Resources	<input type="checkbox"/> WITworks Job Board <input type="checkbox"/> Co-op + Career Handouts on WITworks <input type="checkbox"/> Co-op Institute	<input type="checkbox"/> Your Dedicated Co-op + Career Advisor <input type="checkbox"/> Drop-In Hours <input type="checkbox"/> WITwear	<input type="checkbox"/> Co-ops + Careers Blog <input type="checkbox"/> Co-ops + Careers YouTube channel <input type="checkbox"/> Co-ops + Careers on Twitter
Co-op + Career Events	<input type="checkbox"/> Co-op + Career Fairs (Fall & Spring Semester) <input type="checkbox"/> On-Campus Recruiting	<input type="checkbox"/> Mock Interview Day (Fall Semester) <input type="checkbox"/> Wentworth On the Road	<input type="checkbox"/> Employer Information Sessions <input type="checkbox"/> Employer in Residence <input type="checkbox"/> Various Networking events
Visit WITworks for more information and a schedule of events.			

* Student Athletes and International Students need to start their search even earlier.

Meet with your Co-op + Career Advisor 6-8 months before your co-op semester.

Schedule appointments with your Co-op + Career Advisor by calling 617-989-4101 or stopping by the Co-ops + Careers Office.