Faculty of Applied Sciences - Graduate Co-op

**TERM 1**

1. **APPLY TO CO-OP**
   - Recommended that you apply 2 terms before intended work-term

2. **ATTEND INTAKE SESSION/ MEET WITH COORDINATOR**
   - Discuss your co-op plans
   - Receive guidance through next stages
   - Bring your questions!

3. **COMPLETE REQUIREMENTS**
   - Register on myExperience for BOL I and Co-op Resume, Cover Letter and Interview workshops
   - International students: receive work permit letter

4. **CREATE YOUR SEEKING DOCUMENTS**
   - Design and compose your resume and cover letter based on guidelines
   - Tailor documents to what makes you unique

5. **GET READY FOR THE TEST APPLICATION**
   - Review seeking documents with Coordinator
   - Develop other job search strategies

6. **JOIN THE NEXT TERM SEEKING GROUP**
   - Indicate your interest in seeking
   - Obtain your Supervisor’s Approval

7. **RELEASED TO SEEK FOR A CO-OP PLACEMENT**
   - Complete ALL requirements before having access to job board on myExperience
   - Apply for jobs

**SEEKING TERM**

- **January May September**

**TERM 1**

- **2 MONTHS** before seeking

- **1 MONTH** before seeking

**TERM 2**

- **2 MONTHS** before seeking

**SEEKING TERM**

- **January May September**