



BE SURE YOU ARE ON THE CO-OP JOB BOARD

(HINT: YOU CAN CHECK THE MENU ON THE LEFT!)

DON'T JUDGE A JOB BY ITS TITLE!

CHECK JOB START DATES AND LENGTH!

(EX. SPRING = JANUARY-APRIL)



Don't forget to do a **SPELLING & GRAMMAR** check!



DID YOU KNOW?

Sometimes your application is screened by software. Be sure to use the employer's language and keywords.



Want us to review and check your application? Email it to us at least 3 days in advance of the deadline - we're happy to help!



CREATE YOUR BUNDLE

OPEN IT AND CHECK THE CONTENTS. ARE ALL THE RIGHT DOCUMENTS THERE?

DON'T FORGET THE MOST IMPORTANT STEP - SELECT APPLY!

CHECK YOUR EMAIL DAILY!

THERE COULD BE ADDITIONAL INSTRUCTIONS



APPLICATION DO'S AND DON'TS



Write a formal business letter.

Include the correct contact information on your cover letter.

Quote the Employer Competition Number (Ex. DM1006-C)

List ALL mandatory requirements! (Ex. Citizenship, GPA, Year of Study, Driver's License)

Convince them to interview you by using related examples.



Don't write an informal message! ("Hi there, my name is John Doe!")

Don't misspell names or address the wrong employer.

Don't quote the 4-digit co-op job number.

Do not apply if you do not meet all MANDATORY requirements.

Don't be generic! Each application should be unique to the job.

**WONDERING ABOUT THE STATUS OF YOUR APPLICATIONS?
CHECK THE STATUS FROM YOUR CO-OP DASHBOARD.**