Co-operative Education

CO-OP ADMISSIONS COURSE

GO.ULETH.CA/CAC-PREP

SUCCESS = RESUME | LAPTOP/TABLET | ACTIVE PARTICIPATION | CAC PREP WEBPAGE

CO-OP ADMISSION COURSE OUTCOMES

1. Understand The Co-op Program

- Co-op program information (sequencing, designation, costs, program requirements)

- Co-op contract agreement(s): read, understand, and sign

- International Student Contract & Application for Co-op Work Permit

- Graduate Student: Approval from Graduate Supervisor

2. Practical (functional) Outcomes

Professional Toolkit: Building technical competency in resume and cover letter writing at co-op standard

- Practice the application of Co-op training and tools (Job posting decoding, resume format/writing, cover letter format/writing, KSA, competency framework)

3. Post Co-op Admission Course Requirements

- Complete a practice cover letter and resume based on a sample job posting

- Utilize the practical tools of this course in the development of your cover letter and resume

- Explore MyExperience platform

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PART 1: PROGRAM & CONTRACTS
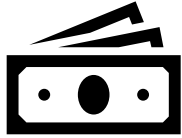
CO-OP PROGRAM & EXPECTATIONS

PROFESSIONALISM

CO-OP CONTRACTS- BRIEF OVERVIEW AND QUIZ

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THE CO-OP PROGRAM

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PAID/FULL-TIME WORK

- Safe and low risk way to apply your degree to work experience
- Building a professional network
- Build marketable skillset and make your degree unique to you

TIMEFRAME

- Co-op jobs cover a typical academic semester (Jan – Apr, May-Aug, Sept – Dec).
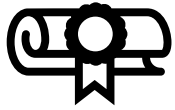- Co-op jobs can also cover 4 months, 8, 12 or 16 months.

COST

- Fees due end of the semester for Work Terms
- No fee for Program: workshops, appointments, job board access, resume and cover letter reviews, applications, interviews, etc.

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THE CO-OP PROGRAM

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COURSE

- Not-for-credit academic course
- Assignments and curriculum
- Graded as pass/fail
- Co-op Designation

LOCATION

- Your co-op can be on campus, local, national and international
- If you secure a position outside of the Co-op job board, you can bring it to your Coordinator as a Self-Initiated Co-op

UNIVERSITY SUPPORT

- Maintain full-time student status
- Health & Dental
- UPass (opt out options)
- Gym pass
- Scholarships & Student Finance

EARN YOUR CO-OP DESIGNATION

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Student Type	Work Terms Required for Designation	Maximum Work Terms
Domestic Undergrad	3 (12 months)	6 (24 months)
International Undergrad	3 (12 months)	3 (12 months)
Domestic Grad	2 (8 months)	4 (16 months)
International Grad	2 (8 months)	2 (8 months)

PROFESSIONALISM

It's more than just finding a job!

How do you find success academically and professionally?

- Professional communication / Email etiquette

- Honesty

- Dress code

- Interviews

- Punctuality/time management (What about your resume/cover letter submission?)

- Online presence

- Cellphone use

- Ask questions! Now is the time to learn

CONSIDERATIONS WHEN USING ChatGPT

Assess your content:

- Reliable
- Accurate
- Valid
- Ethical
- Reflective

- Review your documents - Do not let the platform to do all the work for you.
- The platform is not a subject matter expert. It is only as effective as the prompts you use.
- Do not lie - Employers will hold you accountable for information in your documents.
- Potential for bias within the software – It pulls from a predominantly Eurocentric, ableist database.
- Utilize the Career Bridge office- They can assist you with using it critically, ethically, and efficiently for career development.
- Resources:
  - <u>CAC Handbook</u>
  - <u>go.uleth.ca/CAC-prep</u>

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CONTRACT REVIEW

go.uleth.ca/CAC-prep

o   Open Co-op Contract, sign in and review
o   Document requires: Full name, ID number, date, and signature
o   Sign and submit prior to gaining Co-op Job Board access

How many courses can you take while on a Co-op Work Term?

a. 1

b. 2

c. 3

d. 4

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How many courses can you take while on a Co-op Work Term?

a. 1

b. 2

c. 3

d. 4

Answer: A. Taking additional courses during your work term is done on a case-by-case basis dependent on your GPA, employer and Co-op Coordinators permission, work schedule, and other responsibilities. No more than one course will ever by allowed while on a co-op semester, plan your program accordingly.

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Whose responsibility is it to opt out of the Student Health and Dental Plan, Universal Transit Pass and to ensure all scholarships, tuition and fees are completed beforehand?

a. Co-op Office

b. Finance and Scholarships

c. You

d. Your Parents

Whose responsibility is it to opt out of the Student Health and Dental Plan, Universal Transit Pass and to ensure all scholarships, tuition and fees are completed beforehand?

a. Co-op Office

b. Finance and Scholarships

c. You

d. Your Parents

Answer: C. It is your responsibility to ensure that you have opted out before deadline(s). You may need to correspond with the following the Scholarships and Finance Office.

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Your former supervisor from a co-op job asks if you would be interested in returning for the Summer based upon your exceptional performance in the past. You accept the offer. Based on the definitions outlined in the Co-op Contract, what is this an example of?

a.   Extension

b.   Continuing Co-op Work Term

c.   Recall

d.   Nothing. A former Co-op Employer cannot do this without uploading posting on co-op job board and student applies through co-op job board

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Your former supervisor from a co-op job asks if you would be interested in returning for the Summer based upon your exceptional performance in the past. You accept the offer. Based on the definitions outlined in the Co-op Contract, what is this an example of?

a. Extension
b. Continuing Co-op Work Term
c. Recall
d. Nothing. A former Co-op Employer cannot do this without uploading posting on co-op job board and student applies through co-op job board

Answer: C. It is a recall. Students in specific industries like agriculture may be called back for specific positions if their work performance was strong.

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QUESTIONS & SIGN CONTRACT

go.uleth.ca/cac-prep

International Student Contract

Graduate Supervisor Approval Information (for Graduate students ONLY)

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Understanding Co-op as an International Student at the University of Lethbridge

1. Students must intend to complete the Co-operative Education designation to be eligible for a co-op work permit. Completing the designation requires three co-op work terms (12 months total) for undergraduate students and two co-op work terms (8 months) for graduate students. According to Immigration, Refugees and Citizenship Canada (IRCC), co-op work must be essential for all students in the program in order to receive their degree.

2. Completing co-op work terms additional to those required to obtain the Co-operative Education Designation is considered optional and therefore outside the eligibility requirement for the co-op work permit. Students who complete additional co-op work terms may be considered to be non-compliant with their co-op work permit and may find future applications to IRCC are affected.

3. According to Immigration, Refugees and Citizenship Canada (IRCC), co-op employment cannot form more than 50% of the total program of study.

4. Students should consult the Immigration, Refugees and Citizenship Canada website for the most up-to-date information: https://www.canada.ca/en/immigration-refugees-citizenship.html.

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5. Regulated International Student Immigration Advisors (RISIA) in the International Centre are available to answer any questions about immigration regulations pertaining to studying and co-op work. RISIAs also provide guidance with co-op work permit (and other IRCC) applications. Please note that the Co-op office cannot provide advice or guidance regarding immigration concerns.

6. Following IRCC regulations is the student's responsibility. Failure to comply with the conditions of any permit in Canada (study permit, work permit, etc.) may affect your current status in Canada and future applications to IRCC.

7. Students who intend to seek a self-initiated co-op are required to communicate all job application activities to the Co-op Office.

8. Students are required to provide the Co-op Office with a copy of their co-op work permit prior to receiving access to the job board. Students may not begin a co-op work term prior to receiving their co-op work permit.

9. Students nearing the end of their program should carefully consider the sequencing of co-op terms with coursework in order to maintain eligibility for the Post-Graduation Work Permit. It is recommended that students see the RISIAs in the International Centre for advice on sequencing.

I have read and understand the above guidelines, and give permission for Co-op staff and International Student Advisors to share information regarding my eligibility to participate in Co-op.

PART 2: BUILDING YOUR TOOLKIT

IDENTIFY AND COMMUNICATE KSA'S & COMPETENCIES

DECODING THE JOB POSTING

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THINK HOLISTICALLY

Start thinking about all you have done that has brought you here

Academic

- Coursework, research projects, presentations
- Critical thinking, discipline-specific knowledge

Professional

- Part-time/full-time jobs, internships, volunteer roles
- Communication, teamwork, time management

Personal

- Life experiences, challenges overcome, hobbies, travel
- Resilience, adaptability, curiosity

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UNDERSTAND KSA'S

Knowledge (What you know)

- Familiarity with/understanding of a concept, theory or process

Skills (What you can do)

- Ability to perform some dimension of a task, technical skills & transferable skills

Attributes (Who you are / your personal traits)

- Inherent qualities, traits, characteristics or perspectives

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IDENTIFYING YOUR KSA's

RESOURCES TO HELP

What can I do with my major?

go.uleth.ca/careers-majors

Self-assessment Tools

uleth.ca/career-bridge/self-assessment-tools

DEVELOPING YOUR OWN KSA'S

Knowledge (What you know)

- Familiarity with/understanding of a concept, theory or process

- **Examples**: Concepts related to marketing and communication; understanding of Bohr's Model of Chemical Bonds

Skills (What you can do)

- Ability to perform some dimension of a task, technical skills & transferrable skills

- **Examples:** Writing, Public Speaking, Planning and Prioritization, Lab Procedures (pipetting)

Attributes (Who you are / your personal traits)

- Inherent qualities, traits, characteristics or perspectives

- **Examples:** Open minded, self-motivated, ability to connect with others

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Write 3 examples under each category

UNDERSTANDING COMPETENCIES: YOUR CAREER TOOLKIT

Competencies are a combination of your knowledge, skills, and attributes that enable you to perform successfully in different situations — whether at work, in class, or in life.

Example:

- A student leading a group project needs:
  - Knowledge of the topic
  - Skills such as communication and time management
  - Attributes like reliability and confidence

Why It Matters:

Competencies show how ready you are to take on responsibilities in academic, workplace, or community settings.

Start thinking about your experiences in terms of competencies—not just tasks you did, but how you did them and what you brought to the table.

COMPETENCY EXAMPLES

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- Synthesizing Data
- Information Management
- Solving Complex Problems
- Creative thinking
- Time Management
- Prioritization
- Organization
- Overcoming barriers
- Preparing, communicating & defending arguments
- Advocacy
- Inclusion & equity
- Leadership

- Creativity
- Technical literacy
- Emotional intelligence and communication
- Community Betterment
- Critical thinking
- Inquiry & curiosity
- Technology literacy
- Active listener
- Resiliency
- Interdependence
- Stewardship

- Transdisciplinary understanding
- Financial literacy
- Change maker
- Problem solving
- Assess, weigh & manage risk
- Research
- Adaptability & resourcefulness
- Project planning
- Conflict resolution
- Mentorship
- Communication

ACCOMPLISHMENT STATEMENTS:
TURN WHAT YOU KNOW INTO WHAT YOU SHOW

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Step 1: Identify Your Top Competencies

- Think about your coursework, group projects, volunteering, or part-time jobs.

- Ask: *What knowledge, skills, and attributes did I use or grow?*

Step 2: Translate Competencies into a Skills Summary

Use strong, specific language and focus on transferable skills.

Examples:

- Problem Solving → *Applied research and analysis to support community recommendations*

- Initiative → *Took lead in organizing meetings and tracking tasks for team project*

Step 3: Create a Skills Summary Section

Skills Summary – Highlights of Qualifications

- Team Collaboration – Worked in diverse academic teams to meet deadlines and solve real-world problems

- Research & Analysis – Collected and analyzed data for a community-based project

- Organization – Managed tasks and timelines during multi-phase project coordination

THINK STRATEGICALLY

CO-OP ACCELERATES YOUR CAREER

Professional Development Practice - Build on skills and knowledge that support workplace success.

Critical Thinking, Self Reflection and Action - Apply skills, engage in career core programming, and reflect on personal and professional development via the MyExperience Transcript.

Transformative Learning through WIL - Link classroom theory to real-world application supporting career growth through reflection.

Employment Outcomes and Planning - Reflect on outcomes, experiences, and personal and professional development to inform and plan future career goals.

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CO-OP COURSE CURRICULUM

PRACTICE TRANSFORMATIVE LEARNING

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Co-op Assignments

- Create *customized learning objectives*

- Align them with your personal, academic, and career interests

- Reflect on your growth and experiences

Mid-Term Check-In (Monitor Visit)

- Get feedback, support, and guidance from your WIL Instructor & Workplace Supervisor

- Learn where you're excelling — and where to grow

Participate in Presentations or Focus Groups

- Share what you've learned

- Connect your work with key professional competencies

- Learn from peers' insights, questions, and experiences

Build Connections and Confidence

- Practice professional communication

- Stand out by showing your growth mindset and initiative

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Decoding the Job Posting

go.uleth.ca/CAC-job

DECODE THE JOB POSTING

- Key elements in a job posting: title, responsibilities, qualifications, desired KSA's, competencies and mandatory requirements

- You should have majority of requirements for a position (70% rule)

Understanding the job posting helps you identify required KSA's and competencies of the employer.

- Think about how you can support the goals of the position

- Research any requirements/ qualifications you don't know

Read the job posting with care – it is your guide

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Organization: Volunteer Lethbridge
Job Contact: Diana Sim (Executive Director)
Address: 324 - 5th Street South, Lethbridge, Alberta T1J 2B5
Job Title: Program Coordinator - UVolunteer (Co-op Placement)
Term of Employment: 8 Months (September 20XX – April 20XX)
Job Location (City/Town): Lethbridge, AB

Job Description:

The University of Lethbridge and Volunteer Lethbridge have entered an exciting partnership to increase volunteerism amongst UofL students through the exploration and advancement of UVolunteer. Reporting to the Executive Director, Volunteer Lethbridge, this co-op position will have an office at the University of Lethbridge with scheduled hours at the downtown office in the U of L Dr. Foster James Penny building at Volunteer Lethbridge.

The UVolunteer Program Coordinator works in collaboration with the Volunteer Lethbridge team and the UofL Liberal Ed Team.

Working Conditions
- 35-hour week, with flexibility required as per program coordination (days, evenings, weekends)
- A Police Information Check with a Vulnerable Sector Verification and a Child and Youth Intervention Module are required
- $18.00 per hour

Qualifications:

- A passion and positive philosophy regarding volunteerism with significant personal volunteer experience
- Student leadership experience is preferred with a proven ability to share a vision by engaging others that results in increased involvement
- Previous experience or an interest to learn about marketing/communications specifically building a new concept and an awareness strategy as part of an education communication campaign
- Previous experience or an interest to learn about developing and launching new programs
- Superior interpersonal skills including the ability to build strong working relationships and work as a member of a team
- Excellent writing skills and public speaking experience
- Open minded and flexible while meeting objectives through planning and prioritization
- Self-motivated and directed with the ability to take initiative
- Familiarity with the University of Lethbridge and organizations within the community (or a strong interest to learn)

Preferred Academic Level: Undergraduate

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Keywords

- Job title, position requirements, knowledge, skills, attributes, competencies, responsibilities, educational and training requirements, location, etc.

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Preferred Academic Level: Undergraduate

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FIND A SAMPLE JOB

go.uleth.ca/CAC-job

Select a sample job posting in an area that aligns with your goals

Identify

- Job title
- Location
- Position requirements
- KSA's
- Responsibilities
- Educational and training requirements

Use this sample job to help guide the creation of a tailored cover letter and resume

PART 3: APPLICATION DOCUMENTS

RESUME & COVER LETTER DEVELOPMENT

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PART 3: APPLICATION DOCUMENTS

RESUME

go.uleth.ca/toolkit

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FORMATTING RESUMES

- **Start with a blank document in Word**

  - Create a living document that can be easily updated as needed

  - Our resume model might help!

- **Clear and easy to read**

  - Font selection (Times New Roman, Calibri, Helvetica)

  - Font size between 10.5 -12

  - Use CAPITALS, **bold**, *italics*, <u>underline</u>, and bullets/lists to design key elements

- **No "I" statements**

- **Reverse chronological order**

- **Be adaptive**

  - Once built, adjust the content for each job you apply for

- **You can't put everything down**

  - Max 2 pages. *References are on a separate, third page

CONTACT INFORMATION*

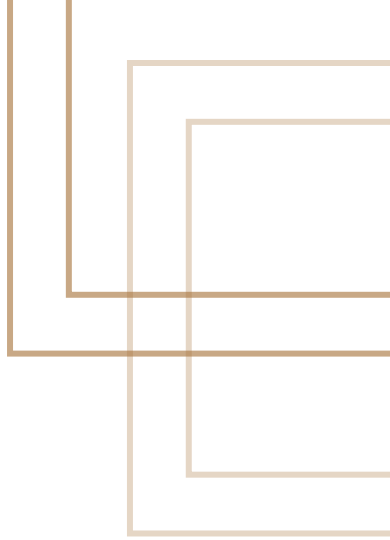First Name Last Name

Your City/Province

Your Phone Number

Uleth E-mail Address

Linked In/Portfolio URLs/MyExperience Transcript (MET)

Full Name

City, Province | student@uleth.ca | 403.000.0000 | Linkedin.com/fullname

*Keep consistent header for all your application documents

SKILLS SUMMARY

Highlights experiences and abilities relevant to the position

- Purpose: Demonstrate a minimum of 3 statements that **align with the position and organization.**
- Lists examples of technical and transferable skills relevant to the desired position.
- Integrate relevant KSAs and competencies
- Review your content – is it accurate, representative of you, and relevant to the position?

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ACCOMPLISHMENT STATEMENTS

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Step 1: Identify Your Top Competencies

- Think about your coursework, group projects, volunteering, or part-time jobs.

- Ask: *What knowledge, skills, and attributes did I use or grow?*

Step 2: Translate Competencies into a Skills Summary

Use strong, specific language and focus on transferable skills.

Examples:

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Skills Summary – Highlights of Qualifications

- Team Collaboration – Worked in diverse academic teams to meet deadlines and solve real-world problems

- Research & Analysis – Collected and analyzed data for a community-based project

- Organization – Managed tasks and timelines during multi-phase project coordination

SKILLS SUMMARY – EXAMPLE

Generate, assess, choose, and personalize statements that can be utilized in your skill summary

SKILLS SUMMARY
- Skill: Example (provide up to 5 skills that are listed on the job posting)
- *Ex. **Public Speaking:** Confident public speaker to small and large groups, ranging from 30-200 people*

TECHNICAL SKILLS
- Technical Skill Category: List names of equipment/programs/etc.
- Ex. **Graphic design tools**: Adobe Creative Suite (InDesign, Photoshop, Illustrator) | MS Publisher
- Ex. **Lab Equipment**: Pipetting | DNA Extraction | PCR Analysis | Titration | Microscopy
- Ex. **Programming languages**: C#/.NET | Python | C++ | Java
- Ex. **Technical programs**: SharePoint | Excel | PowerPoint | R studio | Power BI

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EDUCATION

- Begin with the full title of degree, major and start date to present.

- Include the post-secondary institution name and location (city, province, or country).

- List the statement: Current Co-operative Education student.

- Include GPA (if above 3.0/4.0) if relevant.

- Mention any academic honours, awards, or scholarships.

- Mention any relevant course titles (max of 5 courses).

EDUCATION

Full Degree Title – Major (minor optional)   Month Year – Current

School Name | City, Province

- Current Co-operative Education student
- GPA: (Ex. 3.0/4.0 – only add if over 3.0)
- Awards: Title and year (Ex. *Faculty of Arts Dean's list (20XX)*)
- Relevant Courses: (Ex. *Human Resource Management and Labour Relations, Advanced Organizational Behaviour, Financial Accounting, etc.*)

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Full Name

City, Province | student@uleth.ca | 403.000.0000 | Linkedin.com/fullname

SKILLS SUMMARY
- Skill: Example (provide up to 5 skills that are listed on the job posting. Provide a description and example(s) of your experience that relates to the job posting)
- *Ex. **Public Speaking:** Confident public speaker to small and large groups, ranging from 30-200 people.*

TECHNICAL SKILLS
- Technical Skill Category: List names of equipment/programs/etc.
- Ex. **Graphic design tools**: Adobe Creative Suite (InDesign, Photoshop, Illustrator) | MS Publisher
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EDUCATION |

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RELEVANT EXPERIENCE PART 1:
WORK / VOLUNTEER EXPERIENCE

Start With the Basics

Job Title: spelled out fully

Start–End Dates: include *Month + Year*

Organization Name & Location: *City, Province/Country*

Follow These Tips

- Include 3-5 bullet points for each experience (paid or volunteer)
- Use specific examples and quantify results (%, $, #, time)
- Highlight growth or added responsibility over time
- Avoid repeating the same verbs or phrases

Use the Formula

Verb + Task + Result

Examples

- Supported a group presentation on community health by researching local resources, contributing to a well-received project that demonstrated teamwork and critical thinking.

- Coordinated social media campaigns that increased engagement by 25% over one semester.

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RELEVANT EXPERIENCE PART 2:
PROJECTS & COURSEWORK

Mention notable projects, research, or academic work that relates to the job posting

- Project & Course Titles
- Institution
- City, Province/Country
- Dates (month/year)
- A single **bulleted accomplishment statement**
(Explain why is this relevant for the position you are applying for)
- Publication link (if relevant)

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RELEVANT EXPERIENCE - EXAMPLE

Be intentional in what you include – thinking holistically and thinking strategically

RELATED EXPERIENCE (experiences related to the position/field you are applying to; can include paid or volunteer)

Position Title   Month Year – Month Year

Organization Name | City, Province/Country

- Accomplishment statement *(Add 3 that use the formula **Verb + Task + Result that showcase a skill developed that the organization wants**. Back up your achievements with figures, percentages, and data where possible.)*
- *Ex. Researched timely issues, keeping in mind local interests and target audience in order to increase readership of a weekly e-newsletter and quarterly magazine.*

PROJECTS AND COURSEWORK

Project Title | Class Title

University of Lethbridge | Lethbridge, AB   Month Year – Month Year

- Project description and skills developed - *use the formula **Verb + Task + Result that showcases a skill developed that the organization wants**.*
- Ex. Designed a community-based health intervention targeting youth physical activity by conducting a needs assessment, analyzing local data, and creating a strategic plan, resulting in a detailed proposal that aligned with public health framework.

CERTIFICATIONS AND TRAINING

Generate, assess, choose, and personalize statements that can be utilized in your related experience section

If required, include information about qualifications and dates. Look at MyExperience for opportunities.

- Title of certificate/training
- City, Province/Country taken
- Dates (month/year)
- Examples: First Aid/CPR, WHMIS, Driver's License

CERTIFICATION/TRAINING
Title – City, Province/Country   Month/year
(Ex. WHMIS | Lethbridge, AB   20XX

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INTERESTS
MAKE THEM *STRATEGIC,* NOT JUST PERSONAL

DO This:

✅ **Choose relevant interests** — ones that connect to the job, industry, or desired skills

✅ **Add context or proof** — include a short phrase or example to show your involvement

✅ **Use interests to highlight soft skills** — like leadership, initiative, or creativity

AVOID This:

🚫 Random hobbies with no context

🚫 Passive or vague listings (e.g., "music," "travel," "sports")

🚫 Anything controversial or highly polarizing

INTERESTS

- Interest and information *(Provide up to 5 interests that are relevant to your professional and academic goals)*
- *Ex.* **Outdoor photography** | Built a portfolio shared with local tourism groups to promote regional attractions.
- *Ex.* **Coding Hackathons** | Participated in coding hackathons to solve real-world problems under time constraints, enhancing rapid prototyping and problem-solving skills.
- *Ex.* **Intramural Sports Team** | Lead a mixed league basketball team, responsible for organizing practices and game schedules.

PROJECTS AND COURSEWORK
Project Title | Class Title
University of Lethbridge | Lethbridge, AB   Month Year – Month Year
- *Project description and skills developed - use the formula **Verb + Task + Result that showcases a skill developed that the organization wants**.*
- *Ex. Designed a community-based health intervention targeting youth physical activity by conducting a needs assessment, analyzing local data, and creating a strategic plan, resulting in a detailed proposal that aligned with public health framework.*

Position Title   Month Year – Month Year
Organization Name | City, Province/Country
- Accomplishment statement *(Add 3 that use the formula **Verb + Task + Result that showcase a skill developed that the organization wants**. Back up your achievements with figures, percentages, and data where possible.)*
- *Ex. Create a welcoming environment for customers by thoroughly & efficiently cleaning equipment at the end of each shift, encouraging them to return.*

CERTIFICATION/TRAINING
Title – City, Province/Country   Month Year
(Ex. WHMIS | Lethbridge, AB   20XX

INTERESTS
- Interest and information *(Provide up to 5 interests that are relevant to your professional and academic goals)*
- *Ex.* **Outdoor photography** | Built a portfolio shared with local tourism groups to promote regional attractions.
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COVER LETTER

go.uleth.ca/toolkit

PURPOSE OF A COVER LETTER

- A document that accompanies your resume when applying for a Co-op position

- Introduces you to the employer

- Highlights your qualifications, experiences, skills, and suitability for a specific position

- Demonstrates your motivation and enthusiasm for the role

- Use the information that from the mapping competencies activity

- What are the key words, descriptors, and requirements that you need to incorporate into your cover letter?

- Showcase your unique voice

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DO COVER LETTERS MAKE A DIFFERENCE

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- *83%* of hiring managers said they frequently or always read the cover letters they received.
- Even those who don't require a cover letter, **73%** will still read them!
- Almost **50%** said they read them before the resume
- **81%** report rejecting the candidates based on their cover letters **alone**

"Hiring managers and their recruiting partners almost always take notice of compelling cover letters, especially now that modern screening technology gives them more time for high-value activities like reviewing cover letters and LinkedIn pages."

Allison Hemming, CEO of The Hired Guns (20+-year veteran recruiter)

FORMATTING

- Keep consistent header for all your application documents

- Cover letters are max 1 page
  - 4-5 paragraphs long
  - Font size between 10.5-12

- Create a new version for every application

- Use "I" statements

- Be memorable – think of the tone of the organization (are they professional, funny, or innovative)

- Be strategic! Have a reason for everything you include

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BUSINESS LETTER FORMAT

Your Name

Your City/Province

Your Phone Number

Your E-mail Address (Uleth email)

Date

Employer's Name (OR Hiring Committee / Hiring Manager)

Employer's Job Title (if applicable)

Company Name

Company Address

City, Province, Postal Code

RE: Position Title (Posting Competition # - not Co-op Job #)

Dear (First and Last Name of Employer – include professional title (ex. Dr.) if relevant. If not provided, use Hiring Manager or Hiring Committee. Avoid "To Whom It May Concern")

INTRODUCTION

- State the position title and organization name (in full)
- Express that you are a Co-operative Education student as well as the program and year that you are in

  - *Ex. As a current third year Agriculture Biotechnology student in the Co-operative Education Program at the University of Lethbridge, with past lab experience, I am excited to express interest in the role of Harvest Intern with Agriculture and Agri-Food Canada.*

- Include information about the organization that you relate to and WHY you align with it.

  - *Ex. I resonate strongly with your organization's desire to support the Canadian agriculture and agri-food sector through the promotion of initiatives that foster innovation and collaboration. I believe that sustainable practices within agriculture are key to reducing long term impacts to the environment, as well as in reducing global food disparities.*

- List 3 strengths you bring to the role (optional)

  - *Ex. I bring strengths in research, data analysis, and communication that I believe could be an asset to supporting this organization's ability to perform these initiatives.*

- If there are specific requirements the position requests (language or citizenship) share in introduction (optional)

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BODY

- Identify 2-3 problems that you can solve based on the job posting (refer to the Mapping Competencies activity)
- Provide **proof**
  - How have you utilized your **KSA's** in the past?
  - Express how your experiences **tie back to the employer**'s specific goals, activities, or outcomes as outlined in the job posting.
  - Think about previous positions (paid or unpaid), academic work, or an interest to support this.

Formula to help you match your experience to the posting:

Skill/experience + Example + Link example back to job posting

Example:

I possess excellent written and verbal communication skills. I developed this through my experience as a camp counsellor, wherein I researched and developed science curriculum and taught this to children aged 8-12. This experience demonstrates my ability to effectively research, develop and make oral presentations as required for this position.

CLOSING PARAGRAPH

- Write 2-3 sentences summarizing your suitability for the position, thank the employer for:

  - Considering your application

  - Summarize your suitability for the position

  - Reassert your interest in the role and request an opportunity to interview and discuss your qualifications

    Ex. Thank you for your time and consideration in reviewing my application. I look forward to hearing from you and having further discussions about how my research, analysis, and communication skills could be an asset to the role of Harvest Intern at your organization. If you have any questions regarding my documentation, please do not hesitate to contact me.

  - End with "Sincerely," and your name below

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REFERENCES

go.uleth.ca/toolkit

REFERENCES

Review job posting requirements

- Submit with application or at interview
- **Separate page** from your resume

Include:

- Full name
- Work title
- Relationship to you (optional)
- Email
- Phone #

CONTACTS

Professional (2-3)

- Volunteer or paid positions
- Family members don't count

Academic

- If you do not yet have an academic reference, make it a goal to build a relationship with someone you admire

Job Application Toolkit

go.uleth.ca/toolkit

- Additional Supports

- Interview Prep

- Resume/CL

  - Models

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MyExperience

myexperience.uleth.ca

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MyExperience

Book Appointments

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Book an Appointment:

Alumni can only book appointments for Careers

- Careers
- Co-op
- Applied Studies
- Study Skills
- Ethics & Compliance

MyExperience
Events and Workshops

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Calendar View

< > | Today | Month | Week | Day | Toggle Filters

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	7

Wed 4: 12p International - Learn about Study Abroad Opportunities including exchanges, study tours

Fri 6:
- 8:30a Career Bridge - Deloitte - Information Session
- 10a Career Bridge - CPA Meet Your Employer - Edmonton
- 2p International - Play Café
- 2p International - Learn about Study Abroad Opportunities including exchanges, study tours
- 3p International - Calgary Public Library and Downtown Tour

Mon 9: 11a International - Learn about Study Abroad Opportunities including exchanges, study tours

Tue 10:
- 12p DSB - Student Professional Development - Breakthrough Creative and Advertising Effectiveness
- 2p Career Bridge - Pop In Tuesdays
- 2p Student Success Centre - Time Management and Creating a Study Schedule

Thu 12:
- 1p International - Learn about Study Abroad Opportunities including exchanges, study tours
- 4p Career Bridge - Meet KPMG Night - Information Session

Fri 13:
- 10a Career Bridge - CPA Meet Your Employer - Calgary
- 10a DSB - Student Professional Development - CPA Meet Your Employer - Calgary
- 11a Student Success Centre - Time Management and Creating a Study Schedule

Mon 16:
- 10a DSB - Student Professional Development - Dhillon Student Experience Expo
- 4:30p Career Bridge - Bounce Teachers - Information Session
- 6p Career Bridge - MNP Information Session - MNP Night

Tue 17:
- 9:30a Library - Project Sandbox - So you want to create a website with Wix
- 10a International - Learn about Study Abroad Opportunities including exchanges, study tours
- 12p Career Bridge - Crowe MacKay LLP Information Session
- 1p Career Bridge - Doctor of Pharmacy (PharmD)
- 1:30p Library - Project Sandbox - So you want to create a poster with Canva
- 2p Career Bridge - Pop In Tuesdays
- 2p Student Success Centre - Note-Taking 101
- 2:30p Career Bridge - CPA Meet Your Employer - Lethbridge
- 2:30p DSB - Student Professional Development - CPA Meet Your Employer - Lethbridge

Wed 18:
- 10a Career Bridge - Fall Career Fair 2024
- 5p Career Bridge - Avail CPA Night - Avail CPA Information Session

Thu 19:
- 9:30a Library - Project Sandbox - So you want to create a poster with Canva
- 1p School of Graduate Studies - Fall Graduate Welcome
- 1:30p Library - Project Sandbox - So you want to create a website with Wix
- 3:30p Career Bridge - BDO LLP

Fri 20: 11a Student Success Centre - Note-Taking 101

15 | 16 | 17 | 18 | 19 | 20 | 21

MyExperience
Co-op

Co-op Job Board / Apply for Co-op Job

You are currently logged in as
Wonder Woman

HOME
MyExperience Transcript
Request Validation
Student Job Board
New Grad/Alumni Job Board
Co-op
Applied Studies
Events & Workshops
Book Appointments
Campus Programs
Faculty of Education
Student Resources
Logout

Welcome Wonder Woman

Dashboard | MyExperience Transcript | Co-op Record | My Documents | Job Applications | Interviews

Overview | My Calendar | My Subscriptions

Welcome to
MYEXPERIENCE

Get Started Now:

BROWSE THE EXPERIENCE CATALOGUE | ACCESS MYEXPERIENCE TRANSCRIPT

LOOK THROUGH STUDENT JOB BOARD | ACCESS CO-OP RECORD

ACCESS APPLIED STUDIES RECORD | SEE WORKSHOPS/EVENT CALENDAR

BOOK AN APPOINTMENT | VIEW CAMPUS PROGRAMS

CO-OP

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Co-op Job Board

Documents

Applications

Interviews

Coop Events/Workshops

Coop Student Resources

Resume, Cover Letter & Interview

Work Term Assignments

Navigating Co-op

Co-op Development

FAQ's

Navigating Co-op

Help docs to help you navigate through Co-op

- Co-op Job Board Guide: How to Apply for Co-op Jobs
- Uploading your Documents
- Uploading your Academic Transcript
- Managing your Applications

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NEXT STEPS

QUESTIONS? coop@uleth.ca

- You will receive an email following this session (once contracts are submitted) with instructions on where to send your tailored resume and cover letter.

- **Final approval required** by end of month (Submit within one week)

- **Resume Pop-In's**
  o Every Tuesday from
    o 2-4PM (Lethbridge AH151)
    o 3-5pm (Calgary S6032)

- Reach out to the Co-op Office if you require support

- **If you would like an accessible version of this, please reach out to** coop@uleth.ca