

CO-OP SEARCH CHECKLIST

Key Steps:

- WITworks Application – get approved by Co-op and Career Advisor
- Resume – get reviewed & approved by Co-op and Career Advisor
- Cover letters- written for each, specific job
- Confirm 3 professional or faculty references
- Get important dates and deadlines from Co-op and Career Advisor



These first two steps are needed in order to gain access to co-op job postings on WITworks.

Best Practices:

- Identify areas of interest
 - o Industries
 - o Skills you enjoy using
- Determine your top 15 companies
 - o Conduct research on linkedin.com, privco.com, crunchbase.com, buzzfile.com
- Search on job boards: WITworks, indeed.com, linkedin.com, simplyhired.com, internships.com and on your top 15 companies' career pages (internal job boards)
- Network through family, faculty, friends, upperclassmen, WIT alumni, professional associations
 - o Talk about your interests, brainstorm, get advice, get feedback on resumes and portfolios
 - o Attend talks and events related to your field
- Apply, interview, keep networking
- Evaluate offers and accept a job
 - o Co-op and Career Advisor can help with communications, dilemmas, decision-making
- Register for Co-op in LeopardWeb by the last day for add/drop*
- Report Co-op Hire in WITworks*
- Work at co-op for 12-16 weeks
 - o First week of classes through last week of exams*

**Ask your Co-op and Career Advisor for these important dates and deadlines*

Resources on back of page:



WIT CO-OPS + CAREERS RESOURCES:

Co-ops + Careers website-<https://www.wit.edu/coopsandcareers>

One page handouts-<https://www.wit.edu/coopsandcareers/cooperative-education/co-op-resources>

WITworks for students-<https://wit-csm.symplicity.com/student>