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

Best Practices:

- Identify areas of interest
  - Industries
  - Skills you enjoy using
- Determine your top 15 companies
  - 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
  - Talk about your interests, brainstorm, get advice, get feedback on resumes and portfolios
  - Attend talks and events related to your field
- Apply, interview, keep networking
- Evaluate offers and accept a job
  - 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
  - First week of classes through last week of exams*

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