

# Wentworth

## Co-ops & Careers

### How To Approach New Employers

#### That are Unfamiliar with Wentworth's Co-op Program

The Co-ops & Careers office encourages students to supplement opportunities found in WITworks by connecting with professional contacts or target companies that are not posting on WITworks.

#### Before Reaching Out

It may be important to know if a WIT student or alum has ever worked at the company that interests you, or if that employer has posted with us before. Search the employer directory on WITworks or ask your Co-op & Career Advisor if the employer has any type of relationship with Wentworth. Some employers may have hired co-ops in the past, while others may not know about Wentworth's co-op program.

#### Contact the Employer

##### Already have a contact at the company?

Skip to the next section for information to provide to a new co-op employer.

##### Contacting a company for the first time?

First, be sure they don't have positions posted on WITworks or their own website. Then read the tips below.

- Search the company's website for Human Resources email or phone number. General contact information might work, too.
- Follow the company on social media to see if they recommend ways to be in touch.
- Search LinkedIn for HR contacts or Alumni working at the company.

**Reach out.** Craft an email to the employer inquiring about opportunities and introducing yourself. Phone calls are ok, too! Similarly, plan what to say over the phone; you can ask who the best person to talk to would be.

Use the [How to Write a Productive E-mail](#) handout for sample language.

#### Educate Employers & Provide Information on Co-op Requirements

Wentworth has a reputation as a co-op school, but not every employer is familiar with our range of majors or the parameters of the co-op program. Fill any information gaps by using the details below:

- Co-op is a full semester, 30+ hour/week employment experience.
- Co-op must be related to the student's Wentworth major and supervised by an expert in the field.
- Co-op must be completed within the academic semester (First day of classes to last day of finals)  
\*Provide the employer with the exact dates found on Wentworth's academic calendar.
- All students are required to complete 2 mandatory co-op semesters before graduation from Wentworth.
- Employer paperwork is streamlined: Students take responsibility for reporting relevant details in WITworks, and as part of the co-op approval process WIT Co-ops & Careers prompts the employer for an electronic approval on that Report of Hire. Employers also submit evaluations in WITworks at the end of co-op term.
- Wentworth welcomes opportunities with new employers! If your contact has additional questions, they can contact your dedicated Co-op Advisor or our External Relations Specialist, Chris McIntyre, at 617.989.4188 or mcintyrec@wit.edu.