

Stay organized throughout the co-op search and application process.

This checklist covers each phase of the co-op journey

Preparation

- ☐ Research co-op programs at your college
- ☐ Meet with your academic advisor to discuss co-op eligibility
- ☐ Attend co-op information sessions or workshops
- ☐ Update your resume and tailor it to co-op positions
- ☐ Create or update your LinkedIn profile

Application Process

- ☐ Identify companies offering co-op opportunities in your field
- ☐ Prepare customized cover letters for each application
- ☐ Submit applications before deadlines
- ☐ Follow up with employers after submitting applications

Interview Preparation

- ☐ Schedule mock interviews with career services
- ☐ Research common interview questions for co-op positions
- ☐ Prepare questions to ask interviewers
- ☐ Plan professional attire for interviews

Post-Acceptance

- ☐ Notify your academic advisor of your co-op placement
- ☐ Register for any required co-op courses or credits
- ☐ Coordinate your work schedule with your academic calendar
- ☐ Set goals for what you aim to learn during your co-op