

Co-operative Education Resume Quick Start Guide

Your resume is a valuable job search tool that will be one of the keys to your co-op job search success.

In the co-op program, you apply for jobs using your co-op portfolio, which includes three documents:

1. Your cover page (job specific whenever possible)
2. Your resume
3. Your current unofficial transcript

The first page of your co-op portfolio is the cover page where you have a chance to demonstrate to the employer that you have read the job description and have the necessary skills, experience and desire to succeed in the role. If you have no relevant experience, consider mentioning relevant classes or interests that might help demonstrate how you can help the potential employer. Please use the U of R co-op cover page formats available online:

<http://www.uregina.ca/careercentre/coop/current-students/forms.html>

Your resume is the second document in your co-op portfolio. Your resume should summarize your education, skills, experiences and interests. It should reflect your desired field of employment (e.g. marketing, engineering, research) and present your relevant skills and experience clearly and concisely. Please use spell check and follow the formatting guidelines suggested in the sample co-op resume.

To create an effective co-op resume, you must present your education and experience in a way that relates to the career you are now seeking. For example, your resume may include your experience driving a pizza delivery car but your resume should indicate the relevance of this ability to the type of career you are now seeking – perhaps you developed excellent time management, customer service, teamwork and cash-management skills from this job. Please also be clear when describing your education (i.e. Petroleum Systems Engineering rather than Faculty of Engineering).

The final document in your co-op portfolio is your transcript. Please login to UR Self-Service and save, then upload, a .pdf version of your transcript into your student PlacePro account.

Please carefully review each of the documents in your co-op portfolio to ensure you have corrected any spelling or formatting errors (no blank pages, please), and title each of your documents appropriately for future reference – you should create a new portfolio for each new job you apply for.

All of your job search documents must be uploaded to your Student PlacePro account. For more information on PlacePro, please review the PlacePro tutorial.

For more information on Resume Writing, please see our youtube tutorial:

<http://www.youtube.com/watch?v=3LgQEMEGyds>