

MTHS- Coop- OSullivan

How to add your coop experience to your resume

- Step 1 Locate the resume that you did when you first came into coop. It should be in your email or in Google Drive
- Step 2 Add your coop to the Work Experience part of your resume. It is not volunteer work because you were paid (in credits) and you did gain extended work experience.
- Step 3 Read examples of how other past Coop students added their coop work experience to their resume before you add yours to see different ways of doing it.

Important! The biggest mistake that students tend to make is that they add the coop placement to the wrong location in the resume. Remember REVERSE CHRONOLOGICAL ORDER.

- Step 4 Save your resume with the new date (i.e. June 2015) and send it back to me and to you so that you have it if you need it to apply for a job. If you make changes in Google Drive save it with the new name and send it back to me with a link to Google Drive.

EXAMPLES

Work Experience

October 2009 to January 2010 Future Shop.
I was a co-op student at Future Shop on Merivale, where I learned how to install car audio such as after-market radios, amplifiers, speakers, lay wiring, and install subwoofers.

Sept. 2008- Jan. 2009 St Luke's Elementary Catholic School
Teacher's Assistant (Co-op Work Placement)

Sept. 2009 to Jan. 2010 Friesens Ottawa, Ontario
Layout Artist (Co-operative Education Placement)
Responsible for designing master templates, layouts, organizing files, and going through photos.

Sept. 2008-Jan. 2009 Longfield's Manor
Worked as an Activities Organizer through the Mother Teresa High School Co-op Program. Planned and carried out a variety of arts & crafts, games and socials events for the residents.

Sep. 08 until Jan. 09 **Library and Archives Canada**
Library and Archive Technician

- Completed a variety of tasks including assembling military genealogy packages. This work was completed through a high school co-operative education program.

