**COOP PRE-PLACEMENT ASSIGNMENTS**

**Resume & Cover Letter Preparation**

**Brainstorming Information About Yourself**

Complete the following organizer and submit it in preparation for completing your resume and cover letter. You can either print out this template and complete by hand or simply type in each box with the appropriate information and then print it when finished.

YOU MUST COMPLETE THIS TEMPLATE EVEN IF YOU HAVE ALREADY COMPLETED AN UPDATED RESUME!

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| --- |
| Education Level |
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| --- |
| Skills  (i.e. interpersonal, task orientated, public speaking, leadership, athletic, etc.) |
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| --- |
| Knowledge  (i.e. computer software, First Aid / CPR, etc.) |
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| --- |
| Experience  (i.e. job experience, work-related experience like coop or volunteer work, etc.) |
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| --- |
| Personality Traits  (i.e. polite, conscientious, energetic, outgoing, etc.) |
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| --- |
| Achievements  (i.e. Awards, Certificates, etc.) |
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| Traits and/or experiences that will set you apart from other applicants: |
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| Describe how an employer will benefit from your strengths: |
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