**Coop Pre-Placement – Resume & Reference Sheet Assignment**

When you go for your coop interview early next week, you will need to take a resume and reference sheet along with you. Your assignment is to create a new, up-to-date resume and reference sheet. Although some people may already have a resume and/or reference sheet, you must have it in digital format and it must follow the format of the examples given in class.

Please read the following article in preparation for creating your resume.

<http://www.1st-writer.com/what_is_a_resume.htm>

Quick tips for resume writing:

* Include an appropriate email address in the heading (if available)
* **The Objective should read**:

“To gain work experience through a cooperative education placement.”

* In the experience section always list your most recent job first (if you are currently working, use **20XX – Present** as the date)

Quick tips for reference sheet:

* Always make sure to ask the person before including them as a reference
* Do not use family members unless you have worked for them
* Try to use references from different areas (work, school, clubs, teams)

**Peer Edit Resume**

1. Exchange resumes with another student.
2. Read the resume and use the checklist below. Circle and comment on any problem areas.
* Is each section in ordered from most recent to earliest?

 (ie. 2004 comes before 2003 on your resume.)

* Was easy-to-read font used? (size, type)
* Is the resume in point form?
* Does the resume highlight the person’s skills, abilities and experience?
* Was spell check used? Did you read it carefully (out loud) to be sure it makes sense?

Once completed, print off two copies and submit them into your folder. We will modify this resume to your particular placement when it is time for your interview.