

“I’m ready to be hired for co-op!” checklist

All advice provided in this handout represents the best judgment of Co-operative and Experiential Education. It does not, however, provide a warranty of future results or a guarantee against failure.

1 I have a valid co-op work permit to work in Canada:

- I have submitted a copy of my work permit to the International Employment Specialist within Co-operative Education by emailing cecain1@uwaterloo.ca with a clear photo or scan of the permit
- If I did not receive a co-op work permit with my study permit, I have made an application to the Canadian Government to obtain a work permit
 - > Visit uwaterloo.ca/student-success/students/international-student-resources/work-permit for detailed steps on how to apply.
 - > For any questions, contact uwaterloo.ca/student-success/ask-immigration-consultant

2 I have reviewed the following information on the co-op website:

- Supports and resources -> Co-op roles and responsibilities: uwaterloo.ca/co-op/supports-and-resources/co-op-rights-and-responsibilities
- How to find your co-op job -> Getting started: uwaterloo.ca/co-op/find-your-co-op-job/getting-started
- Important dates: uwaterloo.ca/co-op/important-dates

3 I have prepared résumé and cover letter drafts using resources from:

- The Centre for Career Action’s CareerHub at careerhub.uwaterloo.ca
 - > Apply/Interview -> Résumé
 - > Apply/Interview -> Cover Letters
- PDI: Career Fundamentals (uwaterloo.ca/professional-development-program/courses/pdi-career-fundamentals) or Co-op Fundamentals for Engineering (uwaterloo.ca/engineering/current-undergraduate-students/watpd-engineering/program-information)
 - > You will be enrolled in one of the above courses in the term before your first work term
 - > Remember to attend the in person help session that is offered
 - > Stay in touch with your assigned TA throughout the term

4 I have reviewed how to be successful with interviews using resources from:

- The Centre for Career Action’s CareerHub at careerhub.uwaterloo.ca
 - > Apply/Interview -> Interviews
- PDI: Career Fundamentals (uwaterloo.ca/professional-development-program/courses/pdi-career-fundamentals) or Co-op Fundamentals for Engineering (uwaterloo.ca/engineering/current-undergraduate-students/watpd-engineering/programinformation)
 - > Stay in touch with your assigned TA throughout the term

If you would like to attend workshops/events or meet with a Career Advisor to discuss your career and job search tactics, login to [WaterlooWorks](#) to view available appointments and events! For more information about services and resources available through the Centre for Career Action (CCA), visit the [CCA’s website](#).