



COOPERATIVE EDUCATION PROGRAM

Applying for Central Placements

Student Checklist of Requirements

The following requirements must be met for your application to be accepted through Central Placements. Meeting these requirements does not guarantee that an interview or placement will be granted. These requirements must be included in addition to the standard content of your resume and cover letter.

Resume, Cover Letter and Essay:

All Central Placement employers require that students submit a resume and a cover letter. Some placements may also include an essay component. Please check requirements with your teacher. The following information MUST be clearly indicated in the **top left-hand corner** of your Cover Letter:

- Student's Name
- Co-op Teacher's Name
- School Name
- School Board
- Morning or Afternoon Co-op
- Grade
- Employer (Where you are applying to)

The following information MUST be included in your resume in addition to the standard content:

- Career Goal(s) and Placement Objective(s):
Explain what you hope to accomplish at the placement and how these tie into your career goals. "Meeting the requirements to earn a Co-op credit" is not recommended, as it provides no information to the employer as to why you are interested in this particular placement.

Acceptable File Formats:

Files MUST be submitted electronically to Central Placements and MUST be saved in one of the following formats:

- Word Document – files must be created in Word or exported as a .doc file. Simply changing the extension to .doc in a program other than Word does not produce the proper format.
- PDF File – Word Perfect files can be saved as .pdf files by selecting:
FILE> Publish to> PDF

Email:

After your teacher has proof-read your files and checked the format, please email them to:
coopcentralplacement@dsbn.edu.on.ca