



# Workplace Experience Program (Co-op) Application Document Checklist

*\*If applicable, submit this checklist along with your Workplace Experience Program (Co-op) Application*

## General Information

- ✓ The documents and information you need for your Workplace Experience Program (Co-op) Application are detailed on this checklist.
- ✓ If any information is missing, your application may be returned to you.
- ✓ **All documents must be in English and received at time of registration, no later than one month prior to your arrival.**
- ✓ You must read and accept the application in its entirety. If you require help in translation of the application, your agent should be able to provide assistance to you.

*Put an "X" in the box when you have completed and enclosed each item*

## Section I – Completed Co-op Application

- I have Provided a **valid email address**.....
- I have selected and rated **three (3) Areas of Interest**. ....
- I have completed and included the **Special Request Form** *if applicable*.....
- I have read and signed the **Agreement** section of the application form(s).....

## Section II – Curriculum Vitae / Resume (*North American Style*)

- My CV is written in English and in my own words. ....
- I have attached a paper copy of my CV to be faxed.....
- I have emailed a copy of my CV to **coop-info@ilsc.ca** .....
- My CV is neat and presented in a professional format. ....
- Included details of my work and volunteer experience..... 
  - Name, city and country of the companies
  - Job titles
  - Exact dates (month and year) that you started and ended each job
  - Description of duties and responsibilities
- Include details of my education..... 
  - Name, city and country of the schools (Do not list your primary schools)
  - Dates of attendance (month and year) that you started and ended at each school
  - Years completed up to date or expected graduation date (if applicable)
  - Areas and courses of study

Please do NOT include the following items in your resume

- Photos
- Personal information such as nationality, marital status and date of birth
- School certificates, diplomas, transcripts and company reference letters

## Section III – Cover Letter

- My cover letter is written in English and in my own words. ....
- My cover letter is addressed "**Dear Host Company**". ....
- My cover letter describes my main motivation for volunteering with the company, my background, career goals and interests.....