

THE MANY BENEFITS GAINED FROM COOPERATIVE EDUCATION AND INTERNSHIPS:

1. **Earn academic credit**, which may help you fulfill graduation requirements.
2. Evaluate **whether or not you have chosen the appropriate major and/or career goals**.
3. **Accrue professional experience**. You should be steps ahead of other contenders for a position when you graduate if you have related work experience to list on your resume.
4. **Develop maturity, self-confidence, and communication skills and exercise responsibility**.
5. **Improve your prospects for employment and a higher base salary upon graduation**.
6. **Earn money**.

IF YOU HAVE YOUR OWN POSITION:

Call the Co-op/Internship Program (273-6041) and talk with a staff member regarding the position you have obtained. If your job is a growth experience and relates to your major, it may qualify for co-op credit. Prior to meeting with co-op staff to discuss your position, you should complete the "Placed Student Information Worksheet" found at the following web page:

<https://www.uni.edu/careerservices/co-op/program/placedstudentworksheet.html>.

HOW TO ACCESS UNI CAREERLINK ON THE WORLD WIDE WEB:

Access the Internet.

Type in the following WEB address for the Career Services Cooperative Education/Internship Program page and press "enter": <http://www.uni.edu/careerservices/co-op/>

1. Click on "CareerLink" in the left column.
2. Click on "Login to CareerLink" at bottom of choices.
3. Fill in CareerLink Username and Password from e-mail message you will receive from the Career Center (call 319 - 273-6041 if you have not received Username/Password).
4. Complete your "Profile" information and upload your "Documents" (i.e., resume, etc.).
5. Publish your resume in one of the "Resume Books" so employers can view it if they so choose.
6. Search for internships under "Jobs & Internships"... then go to "Internships" or "Jobs by Major".
7. Explore other tabs at top of page.
8. Additional assistance for using CareerLink can be found by clicking on "Help" at top, right of screen or going to: <http://www.uni.edu/careerservices/careerlink/handouts/QuickStartCoop.pdf>

HELP IN WRITING YOUR RESUME:

For ideas on writing your resume/interview advice, etc., go to: <http://www.uni.edu/careerservices/> and click on "Resumes" in the left column.

Also be sure to review the sample resume in this packet. Include a statement similar to the first sentence in the "objective" section of the sample resume stating that you are seeking an internship and when you would like to do the internship. As part of your application process, you will meet with a Career Services peer advisor by appointment [273-6857] to review the resume you have written. The peer advisor can offer suggestions regarding any additional improvements that may be necessary.

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