

LOCATING AND APPLYING FOR INTERN/CO-OP POSITIONS:

Identify internship positions in UNI CareerLink which interest you and for which you qualify. Your resume and any additional documents (e.g., cover letter, writing sample, etc.) are usually sent to employers by e-mail. Use the “Apply” button at the bottom of the screen to complete this process. If there is no “Apply” button the employer wants you to apply and send resume through the mail or by other means.

(REMINDER: If the vacancy notice requires additional materials beyond the resume, you will need to upload those items and send them with your resume.)



IMPORTANT REMINDERS:

- 1) Prior to interviewing with employers on campus, you must have logged on to UNI CareerLink, completed the profile, and uploaded your resume.
- 2) Since UNI CareerLink communicates with you through your e-mail address, it is VERY IMPORTANT that the e-mail address you list in the “Profile” section of UNI CareerLink be kept current.