R·I·T

Co-op Handbook
Information for the B. Thomas Golisano College of Computing and Information Sciences

RIT Office of Cooperative Education and Career Services
Bausch & Lomb Center; Building 77
Phone: 475-2301, 475-6905 tty
www.rit.edu/co-op/careers

Program Coordinators:
Information Technology BS
[Student’s last names: A – J]
Info Tech – New Media BS
Software Engineering BS
Lisa Monette & Allison Balan
lamoce@rit.edu & afboce@rit.edu
585-475-5632

Program Coordinators:
Information Technology BS
[Student’s last names: K – Z]
Medical Informatics BS
Jill Jablonski & Michelle Magee
jj@co@rit.edu & ffm@co@rit.edu
585-475-7824

Computer Science BS
Kris Stehler
kwsoce@rit.edu
585-475-5468

Computer Science BS
Annette Stewart
aks@co@rit.edu
585-475-5466

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Cooperative Education at RIT

RIT is a world leader in cooperative education. With nearly 3,000 students and 1,300 employers participating annually, RIT’s program is one of the largest and oldest in the world.

What is co-op?

Cooperative education, or co-op, is a program that adds meaningful, paid work experience to your traditional academic course of study. For some students co-op is a required component of the academic program. Students in other academic programs have the option of participating and several academic areas offer other forms of experiential education instead of co-op. Cooperative education is a distinct educational program. Here’s why:

- Co-op employment is directly related to your field of study
- Co-op employment is full-time, productive work
- Co-op employment is paid
- Co-op employment increases in complexity and challenge according to your academic level and experience
- Co-op employment includes formal evaluation and documentation of your performance

Why is co-op of value to me?

Co-op gives you the opportunity to:

- Enrich your educational experience by applying what you’ve learned in class to a real world work setting and bringing what you’ve learned on co-op back to the classroom
- Participate in meaningful, productive work that makes you a more attractive candidate for full-time employment after graduation and helps you earn a higher starting salary than students without co-op experience
- Explore different employers and work settings helping you further refine your career choice and employment goals
- Develop additional job content skills and enhance vital personal skills such as written and oral communication, teamwork and analytical ability
- Earn a salary to help you finance your educational expenses
- Take a welcome breather away from the normal “grind” of classroom work

Why do employers hire co-op students?

Employers benefit from co-op in a number of ways:

- Co-op students are flexible, highly motivated employees who join the work force at relatively low cost to the employer and can contribute in meaningful and productive ways
- Your presence can free up regular employees for other projects and activities
- Your abilities and potential for permanent employment can be assessed on the job
- Your new ideas and enthusiasm are often professionally stimulating to regular employees
- You serve as the employer’s “good will ambassador” to other RIT students and faculty, facilitating recruiting and other relationships

How long does a co-op assignment last?

A single co-op block work assignment is the same length as an academic quarter. A double block work assignment is two consecutive quarters of work. The specific start and end dates of each co-op assignment are negotiated with the hiring employer but generally students must work a minimum of 10 weeks (or 350 – 400 hours) to qualify for single block co-op credit and 20 weeks (or 700 – 800 hours) for double block credit.

Depending on your academic program, co-op may be a pre-scheduled part of your course sequence or you may, within some general guidelines, be free to co-op when you wish. Specific calendar information for this academic year is included in your co-op folder.
How do I get started?
You will be invited to attend a co-op orientation to learn about the services and support available to you through the Office of Co-op and Career Services. Check your e-mail and our web site www.rit.edu/co-op/careers for specific times and information. For some students orientation information may be included in other academic department courses or seminars.

Is anyone going to help me find a co-op job?
Every co-op student is assigned a Program Coordinator in the Office of Co-op and Career Services. The Program Coordinator works with the students in your academic department and provides one-on-one advisement and support to you in your job search. Contact information for your Program Coordinator as well as the specific requirements and information concerning co-op in your academic department is included in this handbook.

How do I find out about co-op job opportunities?
Use RIT Job Zone, the online job information service available through our web site at www.rit.edu/co-op/careers. You will be able to review and apply online to co-op job postings and on-campus interview opportunities. (See the RIT Job Zone information on page 11).

We highly recommend that you also develop job leads and apply for jobs on your own. This is especially important if you have some unique employment goals and interests. (See the Co-op Timeline on page 9). Your Program Coordinator can help you develop your job search plan and provide you with helpful information to use in reaching out to prospective employers.

Do I receive credit for co-op?
Yes. You register for the appropriate co-op course in advance of completing your co-op assignment. This course will appear on your transcript with an “S” grade when you have met all of the work assignment requirements. Co-op does not take the place of other academic courses and is most often offered in addition to the normal sequence of courses in your program.

Do I pay tuition for co-op?
There are no tuition charges while you are on co-op unless you decide to take other academic courses on a part-time basis. You are considered to be a full-time student while on co-op and are eligible to utilize all the facilities and services of the Institute.

How much can I earn while on co-op?
Your employer determines your compensation level. Salary rates are based on a number of variables and most often include the following: your academic course of study, year level, prior co-op experiences, and established company pay schedules. There may be room for negotiation based on circumstances. Many employers will offer you basic benefits while on co-op including paid holidays and sick time, relocation expense reimbursements, assistance in locating housing, and service time credit should you join the employer after graduation. Check our web site for the latest co-op salary data provided by academic program.

What type of work qualifies for co-op?
Co-op assignments should be full-time, paid work directly related to your field of study and career interests. Jobs listed by the Office of Co-op and Career Services, are approved co-op positions. If you obtain a co-op position on your own and are not sure if it is acceptable, see your Program Coordinator, faculty advisor or department chair before accepting the job. Keep in mind that if the job meets the criteria it doesn't matter if a company calls the job an internship or temporary employment.
How is my performance evaluated?

The Office of Co-op and Career Services provides an evaluation form to your employer near the end of each co-op quarter (the form used for students in your academic program can be found in this handbook). The employer is asked to review the completed evaluation with you and provide you with a copy prior to your return to school. Some employers have their own evaluation instruments that they use in addition to, or in place of, the RIT form. Whatever process the employer uses, the evaluation is a key tool in helping you understand and improve upon your performance in subsequent co-op assignments. In addition to the employer’s evaluation, you will be asked by your academic department to complete a report concerning your co-op assignment. The report format varies depending on the academic area.

Am I guaranteed a co-op job?

It is impossible to guarantee any student a co-op since the final hiring decision is the employer’s. You are not placed into a co-op position, but rather you apply and go through the hiring and selection process developing the job search skills that will help ensure your long-term career success. The Office of Co-op and Career Services does guarantee we will help you in any way we can with your search.

Can I stay in Rochester?

Many co-op jobs are located in the Rochester area and the advantages of staying in the area make this a competitive job market. While it is quite understandable and appropriate to have specific goals and preferences, it is not advisable to limit your job search to any one specific area. You will enhance your chances of landing a rewarding co-op position if you remain flexible about the type of position, company, industry, and the potential location of your work assignment.

Where will I live if I leave Rochester?

Many out-of-town employers will provide help in finding temporary housing. The assistance varies: some companies will provide a list of possible apartments and room rentals; some will pay for a hotel for a few days while you are looking; some have co-op housing already arranged. It is a good idea to check with the colleges in the area because residence hall space is frequently available, especially in the summer. It is appropriate to discuss your housing needs with an employer once an offer has been made.

Will my employer pay my relocation expenses?

Some employers, especially those located out of state, will pay for all or part of your relocation expenses. It is important to have a clear understanding of your obligation before accepting a co-op position if extensive travel expenses are anticipated.

How do I register for the next quarter while out on a co-op assignment?

While out on co-op you will receive registration information from your academic department concerning course scheduling for the next quarter. If your next quarter is part of a double block co-op, you must make sure you are registered for the second co-op as well.

Can I collect unemployment insurance after my co-op ends?

Once your co-op employment with a company has ended, you are not eligible to collect unemployment insurance benefits per New York State law. RIT supports employers against any such claims by co-op students.

What if I don’t get a co-op job?

Certain circumstances may make it difficult for students to find appropriate co-op assignments. It is essential that you are active and aggressive in your job search and document all your efforts. Close contact with your Program Coordinator is important especially if you feel a lack of progress in your job search. A number of options are available to you in the event you don’t obtain an assignment and these may be discussed with your Program Coordinator of academic department chair.
How does co-op affect financial aid?

Any earnings, whether from co-op or other types of employment, are considered when your financial aid package is developed each year. According to federal guidelines, RIT expects you will be able to save some amount of your co-op earnings to contribute towards your educational costs.

Inform the Office of Financial Aid of your plans for the next year when you complete the RIT Financial Aid Application. That will allow your financial aid counselor to schedule your financial aid for the quarters you will be enrolled in classes. Please also remember to notify the Office of Financial Aid if your enrollment (and co-op) plans change.

With the exception of Pell Grant, you do not receive financial aid while you are on co-op. If you are eligible for Pell Grant, the Office of Financial Aid will be able to credit the Pell Grant to your student account while you are on co-op. The Pell Grant can be credited to your student account only after the Office of Financial Aid confirms that you are registered for and working on a co-op job.

Earnings from your co-op job must be reported on the following year’s federal aid application (FAFSA). If your income changes dramatically from year-to-year because of co-op earnings, you should request a financial aid evaluation. It may be important to keep all documentation of your job such as tax returns and pay stubs because you may have to submit them to the Office of Financial Aid as part of any appeal. Your financial aid counselor can provide additional information about this process.

Do I have to pay taxes on what I earn?

Yes. According to the U.S. Internal Revenue Service salaries/wages paid to co-op students are fully subject to applicable federal income taxes. They are also subject to applicable state income taxes. Any type of personal income should be assumed taxable unless IRS regulations specifically declare it to be “excludable” (i.e., tax-exempt). There is no exclusion of co-op wages in current regulations.

In 1972, a U.S. Tax Court ruled (Revenue 72-607) that work, which co-op students do, is primarily for their employers’ benefit and is in return for the wages they received, so such payments represent “compensation for services,” not educational grants, and thus are taxable in accordance with Income Tax Regulations (Sec. 117.4.C). These rulings apply regardless of whether students are required to co-op by their college or not.

International students are required to pay federal and state income taxes but not FICA (social security tax).

Office of Cooperative Education and Career Services

Office Hours:
8:30am-4:30pm Monday through Friday, additional hours on Tuesday --we stay open until 6:00pm fall, winter and spring quarters only.

Location:
Bausch & Lomb building (Bldg.77) on the first floor. Admissions and Financial Aid are on the second floor of the building.

Web Site:
http://www.rit.edu/co-op/careers.

Phone:
Phone number: 585-475-2301, Fax number: 585-475-5476, TTY: 585-475-6905

Job Search Advisement:
Program Coordinators are available to assist you on a one-on-one basis with any aspect of your job search. Your Coordinator can answer questions and develop strategies with you. Topics for advisement typically include: Co-op Preparation, Resume Review, Cover Letter Development, Interviewing Skills, Salary Negotiations, Weighing Job Offers, Employer Leads, Career Changes.
Job Listings and On-campus Interviews:
Job opportunities developed by our staff are accessed through our on-line jobs database called RIT Job Zone. A link to RIT Job Zone can be found on our main student web page. After registering as a first-time user, you will be able to search for and apply to opportunities on-line.

Walk-In Hours:
Mondays, Tuesdays, and Thursdays 9:30am - 11:30am & 1:30pm - 3:30pm; Wednesdays and Fridays 9:30am – 11:30am. These are times set aside where one of our staff members is on duty to answer any quick questions you may have. Sign up on a first-come, first-serve basis at the Office of Co-op and Career Services reception desk. Many Program Coordinators are also available in the academic department areas for walk-in appointments.

Deaf and Hard-of-Hearing Services:
The Office works with all deaf and hard-of-hearing students enrolled in Bachelors and graduate level programs. Cross-registered students may also continue to use the services of NTID's Center on Employment. NCE is located in the Lyndon Baines Johnson Building, Room 2808. To schedule an appointment, call 585-475-6219 (voice/tty) or e-mail NTIDCOE@rit.edu.

Co-op Student Responsibilities

Your Ethical Considerations and Responsibilities
Co-op employers expect RIT and its students to operate according to accepted business ethics and practices. Further, RIT expects you behave at all times, whether on or off the campus, in accordance with the standards and expectations articulated in the RIT Students Rights and Responsibilities Handbook. A summary of your responsibilities as a co-op is also provided in the Co-op Student Agreement Form, a copy of which is included in this packet and for which a signature is required as evidence that you have reviewed and understand your responsibilities.

Interview Ethics
• Interview only when sincerely interested in a position with the employer.
• Provide accurate information on your qualifications and interests. Never falsify data such as GPA, academic major, coursework completed or extracurricular activities on a resume or during an interview.
• Notify the Office of Co-op and Career Services, at least 24 hours in advance, if you cannot make an on-campus interview appointment or employer presentation. The Office of Co-op and Career Services phone number is (585) 475-2301 – 6905 (TTY). An answering machine is on after 4:30 p.m. Leave a message on the machine if you are unable to call during normal business hours.
• Acknowledge invitations for on-site interviews promptly, whether you accept or reject them. Accept such invitations only when seriously considering a position.
• Notify employers well in advance if you must postpone or cancel on-site interviews.

Ethics of Accepting/Rejecting an Offer
Once you accept a co-op job offer, even verbally, you must not back out, or renege on the job, to work for another employer. If you have any questions/concerns about this, discuss them with your Program Coordinator before taking action!

Good employer relations are vital to the success of our co-op program, and you, the student, are a critical link in this relationship. Therefore, consider carefully before accepting a co-op position.
• Discuss offers thoroughly with employers so you understand the terms and reach a mutually acceptable date to respond to their offer.
• Request extensions from employers if you need more time to consider other offers. Do not ignore deadline dates you have agreed upon.
• Notify employers that you are accepting or rejecting an offer as soon as you make your decision — never later than the arranged date.
• Once you accept a job offer, immediately inform other employers who have offers pending. Honor your acceptance of an offer as a contractual agreement with the employer.
• Cancel any other scheduled interviews or on-site visits.
Responsibilities after Accepting A Job

Registration and Notification:
1. Once you have accepted a co-op job offer you need to register for the appropriate co-op course as identified by your academic department. Depending on the college this may require you register through the Student Information System (SIS) or through your academic department.
2. Report your co-op through the RIT Job Zone.

International Student requirements:
International students must file form I-538 to INS and get work authorization stamped on your I-20 by a foreign student advisor in the Center for Student Transition and Support. Omission is considered to be one of the most serious violations of INS rules and regulations. (See Information for International Students on page 52).

Documentation Required For Employment
Federal law requires all employers to check candidate identity and establish work eligibility. When students report to work they should have at least the following:
• An original social security card (to establish eligibility to work)
• A state issued photo drivers license (to establish identity)
• International students must go to the Center for Student Transition and Support prior to starting the co-op position

Security Clearances, Non-disclosure Agreements and other Pre-Employment Testing
You may be employed in work settings that give you access to confidential information. Certain government organizations and corporations doing work for the government may require that you obtain an appropriate security clearance. In all cases the hiring organization will inform you of this requirement and initiate the necessary steps for your clearance. Denial of clearance occurs most often for the following reasons: conviction of a felony; active, recent or extensive use of drugs; withholding information on a clearance application. Security clearances may take anywhere from 6-9 months.

In other settings, may be asked to sign an agreement form that protects the employer from unauthorized disclosure of confidential information. You are bound by this agreement’s terms in all cases. Information you gather on such a co-op cannot be used in any projects, term papers, or reports unless your employer agrees that you may use this and signs a release giving you permission. The release must be appended to the project, paper, or report. Obviously, sensitive information may not be shared with other employers.

Employers increasingly utilize pre-employment tests to help gauge a candidate’s employment potential. These tests may include skills testing, physical and/or psychological exams, and may often include drug testing. You should be aware that new medical procedures could detect drug usage up to a month prior to the test. It is in your best interest to inform the medical personnel if you are taking any prescription or over-the-counter medication.

If you have questions or concerns about security clearances, non-disclosure agreements or any related employer requirements please see your Program Coordinator.

Responsibilities on the Job
The following are expectations both RIT and the employer have of you during the work assignment:
• You must report to work regularly and punctually. Be an enthusiastic and productive employee. If you must be absent from work, call your employer prior to your starting time that day
• Be sure to abide by work regulations as defined by your employer
• You are expected to dress appropriately for the work environment and employer expectations
• You are expected to conduct yourself in a professional and businesslike manner
• Consult your supervisor if you are unsure of procedures or expectations on the job or about any conflicts or concerns related to the workplace.
• You are encouraged to periodically seek feedback from your supervisor concerning your job performance.
• When you complete a project, advise your supervisor and ask for additional work.
• Inform your Program Coordinator immediately of any problems or concerns on the job that can’t be addressed by your immediate supervisor or the organization’s human resource department.

**Working with Others**
Whatever work environment you find yourself in, your ability to communicate with and work well with others will contribute greatly to both your short- and long-term success. Try to adhere to the following:

- Observe others and the unofficial hierarchy in the department.
- Don’t over-react to a situation.
- Don’t gossip.
- Your colleagues may express their like or dislike for another employee. Try to avoid personality conflicts - you do not have to like a person to work well with them.
- Show older, more experienced employees you are aware of their expertise. Show them respect and interest in what they have to say.
- Be enthusiastic.
- Be a good listener.
- Ask questions and check to see that you understand the answers.
- Be thorough in what you do.
- Don’t suggest making changes right away -- gather facts.
- Be pleasant when you come to work each morning.
- Make decisions based on facts, not on another’s opinions.
- You will constantly be meeting new people – try extra hard to remember their names, and bear in mind it is essential you make good first impressions.

**Employer Responsibilities**
Employers play an integral role throughout the co-op process. Below are several typical activities the employer contributes toward the co-op job search and on-the-job experience:

- Employers are asked to submit a brief job description to the Co-op Office when co-op openings become available.
- Employers assume responsibility for actually selecting and hiring co-op students to fill co-op positions.
- We ask the employer to orient the student to the position, the work environment, and the company.
- Employers should inform students about their work assignments and the compensation package prior to each assignment.
- If at all possible, employers should notify students, well in advance of the next co-op period, of the availability of future work assignments.
- If problems arise on the job and cannot be resolved satisfactorily, the employer is asked to contact your program coordinator.
- Near the end of each quarter, the co-op office will e-mail your employer an evaluation form. Your employer is encouraged to discuss your evaluation with you and give you a copy of the evaluation.
- The employer is asked to provide employment for a minimum of 10 weeks unless otherwise negotiated or unless severe business conditions make it impossible to continue the student’s employment.
### Key Dates For Co-op Students 2005-2006

**Academic Quarters:**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates</th>
</tr>
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<tbody>
<tr>
<td>Fall 2005</td>
<td>September 5 – November 19, 2005</td>
</tr>
<tr>
<td>Spring 2006</td>
<td>March 13 – May 20, 2006</td>
</tr>
<tr>
<td>Summer 2006</td>
<td>June 5 – August 19, 2006</td>
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**Recommended Co-op Work Periods:**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Fall 2005</td>
<td>August 29 – November 25, 2005</td>
</tr>
<tr>
<td>Winter 2005-2006</td>
<td>November 28 – February 24, 2006</td>
</tr>
<tr>
<td>Spring 2006</td>
<td>February 27 – May 26, 2006</td>
</tr>
<tr>
<td>Summer 2006</td>
<td>May 29 – August 25, 2006</td>
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**Prime On-Campus Recruiting:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Fall 2005</td>
<td>October 3 – October 28, 2005</td>
</tr>
<tr>
<td>Fall Career Fair</td>
<td>September 28-29, 2005</td>
</tr>
<tr>
<td>Federal Career Fair</td>
<td>October 20, 2005</td>
</tr>
<tr>
<td>Packaging Science Career Fair</td>
<td>February 1-2, 2006</td>
</tr>
<tr>
<td>Spring 2006</td>
<td>April 3 – May 5, 2006</td>
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<tr>
<td>Spring Career Fair</td>
<td>TBA</td>
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**Recommended Dates to report your Co-op Job through Job Zone:**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Fall 2005</td>
<td>September 19, 2005</td>
</tr>
<tr>
<td>Winter 2005-2006</td>
<td>December 12, 2005</td>
</tr>
<tr>
<td>Spring 2006</td>
<td>March 27, 2006</td>
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<tr>
<td>Summer 2006</td>
<td>June 19, 2006</td>
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</table>

**Evaluation Sent to Your Co-op Employer:**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Fall 2005</td>
<td>Week of October 17, 2005</td>
</tr>
<tr>
<td>Winter 2005-2006</td>
<td>Week of January 9, 2006</td>
</tr>
<tr>
<td>Spring 2006</td>
<td>Week of April 24, 2006</td>
</tr>
<tr>
<td>Summer 2006</td>
<td>Week of July 17, 2006</td>
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</table>
Beginning a co-op job search can be overwhelming. To make the best use of your time, it is important that you are thorough and organized.

Below is a 10-week timeline to keep you on track with all of your upcoming tasks. You should try to begin your job search during the academic quarter prior to the quarter you plan to start your job. (example: if you are planning to co-op in the fall quarter, you should begin your job search at the beginning of summer quarter). As you complete each task, put a check mark in the box. This should help you remember all that you will need to do to land the perfect job!

**Week 1**
- Schedule an appointment with your program coordinator or attend a co-op orientation to discuss:
  - RIT Job Zone
  - Resumes
  - Cover letters
  - Housing concerns
- Read your RIT handouts: “Job Zone”, “Job Search Strategies”, “Resume Writing”, and “Correspondence”

**Week 2**
- Start compiling a list of companies
- Start identifying and applying for jobs via RIT Job Zone, the internet, and other resources (faculty, family, friends, etc.)
- Research and consider professional associations for networking and job opportunities
- Finalize resume edits with program coordinator
- Start sending resumes to contacts
- Read your RIT “Networking and Informational Interviews” handout

**Week 3**
- Continue submitting resumes and searching for job opportunities
- Create a contact log to maintain current records of all of your job search activities (record all contact and address information for each organization you apply to, and update the log with each follow-up call or letter, interview, etc.)

**Week 4**
- Make follow up phone calls/emails to check on your status
- Read your RIT “E-Mail Manners” handout
- Continue submitting resumes and searching for job opportunities
- Update your contact log

**Week 5**
- Brush up on your interviewing skills; consider a mock interview with your program coordinator
- Evaluate your progress: are you getting responses?
- Make sure you have appropriate interview attire
- Are you still sending out resumes and checking RIT Job Zone for jobs?

**Week 6**
- Schedule interviews
- Read your RIT handouts: “Company Research”, “Interview Preparation”, and “Day of the Interview”
- Continue with follow-ups, research and sending out resumes
- Check RIT Job Zone daily for new job listings
- Ask your program coordinator about any local career fairs
Week 7
- Send thank you letters to employers within 24 hours of your interview
- Schedule 2nd interviews (if necessary)
- Continue with research and submitting resumes and your follow ups on resumes and interviews
- Discuss alternatives with either your program coordinator or your faculty advisor in the event that you do not secure a co-op job for the desired quarter

Week 8
- Meet with your program coordinator to discuss your job search
- Continue with follow ups and research
- Do not forget to check RIT Job Zone for new job listings
- Keep sending out resumes

Week 9
- Accept/reject/negotiate job offers
- Read your “Evaluating Job Offers and Salary Negotiation” handout
- Report your job through the Cooperative Education and Career Services Web site
- Determine start and end dates of your co-op job
- Confirm salary and housing accommodations
- If you are still looking, continue with follow ups, research and sending out resumes
- Register for your co-op on SIS, at the college registrar or with your academic department

Week 10
- Get to work!
- If you are still looking, stay in constant communication with your program coordinator
- Resumes, resumes, resumes….keep sending out your resumes
- RIT Job Zone!!!!!  Keep checking for new listings
RIT Job Zone is the web-based system used by RIT’s Office of Cooperative Education and Career Services and selected employers to post job opportunities for co-op, graduating students and alumni. This system allows you to:

- Search for all types of jobs, including full-time and co-op employment
- Apply for a job online
- Track your job search, including job listings you have applied to
- Receive notification of new job openings that fit your job-search profile
- Sign up for interviews with employers on campus
- Cancel on-campus interviews with employers
- Upload resumes and cover letters tailored to specific employers/job listings
- Store up to 10 versions of your resume; 10 versions of your cover letter; and 10 other job-search documents such as writing samples, pictures/graphics, your portfolio; transcript
- Print formatted copies of any of your job-search materials

How Do I Start To Use RIT Job Zone?
As a student at RIT, you automatically have access to RIT Job Zone. Go to the RIT Office of Cooperative Education and Career Services main student page (your login is your RIT computer account and password.) If you have trouble logging in, contact the RIT Office of Cooperative Education and Career Services at (585) 475-2301 or (585) 475-6905 (TTY).

Before you can use the links to RIT Job Zone you must create a profile:
- Click on “Create/Edit Your Profile” link to get started.
- Enter your personal information on the first page. Click the “Submit Information” link.
- Enter your educational information on the second page. After completing all your educational information, click “Save and return to educational page”
- Enter your demographic information.
- Enter your employment preference information. Note: You should change this information as your student/job-search status changes.
- Review your student profile. Edit any areas that need changing, and click the “Complete profile” link.

After completing your profile, you can begin to use RIT Job Zone links on the personalized student main page.

Using RIT Job Zone
- “Manage Documents” link – Store resumes, cover letters, transcripts, and other job search documents
- “Co-op Jobs – Quick Search” link to view jobs and interviews specific to your major
- “Full-Time Jobs – Quick Search” to view jobs and interviews for graduating students
- “Advanced Job Search” – Allows you to search jobs using a variety of criteria like: keywords, state, multiple majors, etc. (A note of caution: the more selections you make the narrower your search results will be.)
- “Search Using Agents” – Save a search or searches so that you receive an email when an opportunity is added and/or to quickly view positions specific to your agent(s).
- “View Application History” – View applications, reference materials used in each application, and on-campus interview pre-selections (see if an employer chose you for an interview!)

Other Helpful Links Under RIT Job Zone:
- Job Zone FAQ’s – More details about using RIT Job Zone for your job search. Get tips on how to maximize your use of the system. For example, by using the “Advanced Job Search” you can search through internship opportunities because they may qualify as co-op – check with your program coordinator to see if they will.
- CareerSearch – An excellent company research site
- Search Past JZ Jobs – Access previously listed jobs database, for research only
Job Search Strategies

Looking for a job is a job itself. Your search will be an effective one if you have a goal in mind, stay organized, incorporate a variety of methods and follow up. Consider all of your options – apply to positions listed on the Office of Cooperative Education and Career Services Web site (www.rit.edu/co-op/careers) and actively seek out your own opportunities. Your job search is not complete unless you identify and contact employers on your own which can mean doing research and targeting companies that are doing the kind of work you wish to do. (See Company Research handout)

Stay open and flexible. Do not narrow your job search so much that you miss out on opportunities. You may want to work in your hometown for financial reasons, but there are not always enough jobs in any one community for everyone who wants to work there (for example Monroe County). Try to consider the merits of each opportunity before you react to its location and do not let concerns about housing limit your job search. If you plan to move to a particular geographic area upon graduation, it may be difficult to conduct a serious job search long-distance. Consider a trip to the area and let potential employers know that you will be in their area and perhaps you can arrange to meet to discuss your qualifications during that time.

Making the Most of what is On Campus
- Advisement – Your program coordinator in the Office of Cooperative Education and Career Services can help you prepare for a job search and work with you to develop a personal job search plan.
- On-campus interviews – Employers come on campus to recruit for co-op and full-time openings fall, winter and spring quarters. If you meet the employer’s qualifications, you can submit your resume for consideration online. If you are not a perfect match, you can contact them to see if they would consider speaking with you during their visit to RIT. Sign up for co-op and full-time interviews on RIT Job Zone.
- Online job postings – You can view and apply to co-op job openings or full-time job openings on the RIT Job Zone.
- Career fairs – There are a number of campus and local job fairs that are publicized through the career services office. Look for information about our office sponsored career fairs.
- Employer information sessions – Employers conducting on-campus interviews often give presentations about their companies and openings. These are open to everyone and are a nice opportunity to talk with a company representative. Information can be accessed through the RIT Job Zone.
- Alumni Network – It can be very helpful to connect with RIT alumni. Alumni Relations (www.rit.edu/alumni) can provide lists of alumni upon request. The Office of Cooperative Education and Career Services also has established a network of alumni willing to be contacted on a variety of job search topics.

Company Research
In order to uncover potential openings that match up with your qualifications, it is important to do some research. Use a variety of resources when researching companies and do not fall into the trap of targeting only high profile organizations or obvious industries. Your dream job may be with a company you never heard of – until you did that valuable research. (See the Company Research handout for more information)

Marketing Yourself
Now you have identified the organization you would like to approach about the possibility of a job – you need to be ready with a great resume and cover letter. You will use this documentation to convince potential employers that you are worth consideration. (For more information see the Resume Writing and Correspondence handouts)
Contacting a Company

We generally suggest that you send a company your resume and cover letter before telephoning or visiting. Your goal is to develop enough interest to get a personal interview. Catching the company off guard on the phone or in person may generate an impulsive “No Thanks”. If you think the employer is not familiar with RIT and/or the co-op program, get a “program marketing piece” for your major in the reception area of the Cooperative Education and Career Services Office (building #77, 1st floor). This provides a brief description of RIT and the particular academic program and can be sent with your resume. Also, suggest to the company that they call or write your program coordinator for information you cannot provide.

Follow Up

Employers who list positions with the Office of Cooperative Education and Career Services are busy and usually get a significant number of students applying for each position. Therefore, it is often simply not enough to apply electronically or mail your resume, and wait for an employer to contact you. In order to be successful, you must follow up with each employer who receives your resume. This crucial step in the job search process could mean the difference between success and failure in your search!

As a rule, if you have not received a response to your letter and resume within ten business days after the deadline date, you should follow-up with a telephone call. Most managers appreciate a follow-up call as it shows a sincere and continued interest in their company. Keep in mind that the hiring process in large organizations can be lengthy. During this process, if a manager really wants you, he or she may be concerned that you have lost interest. So, it is a good idea to let the company know that you are still a candidate. Telephone follow-up will also give you an opportunity to personalize your candidacy, generate an interest in your qualifications, and get you the interview!

How often you should call is a two-sided coin. If you call too many times, you can be labeled a pest, and this will work against you. If you do not call back often enough, another more aggressive candidate may beat you. If you really want the job, and you think you have a chance, call up to two or three times. If the manager does not seem interested, then do not waste your time.

Follow-Up Call

Your goal – to obtain an interview!

Two keys to successful follow-up calls:

1. Planning what you want to discuss.
2. Organizing a strategy to steer the conversation toward those topics.

To prepare for a follow-up call, you should:

1. Prepare the opening statement you will use to introduce yourself.
2. List the key topics you want to discuss, such as highlights of your background.
3. List the information you have learned about the company through your research and contacts.
4. Have a copy of your resume in front of you for reference purposes.
5. Anticipate the employer's possible responses and prepare specific replies for each.

Make your call to the person to whom you sent your resume.

After making follow-up calls, write down the results you obtained and your reactions to the conversation. (Refer to sample follow up script at the end of this handout)

Telephone Anxiety

The idea of calling employers that you do not know probably sounds like a good idea in theory, but few people are comfortable picking up the phone and calling strangers. You must prepare and be persistent. Business people are busy, and even your father’s best friend may not respond to repeated phone calls. Stay with it!

Accept that you will start out a little shaky, with a degree of uncertainty, on your initial calls. That is normal! As you progress, you will begin to develop your own technique. After each call, analyze what you said and what the reply was – what worked and what did not work.
Telephone Technique Tips

- Never be anything but extra nice to office staff. They have incredible power over the information and the people who get through to decision-makers. You want them as allies not enemies.
- Do not take a lack of a return call personally, and do not mistake it for a lack of interest.
- Leave a detailed message with the secretary or voice mail if you do not get through.
- If after several calls you have not gotten a return call, ask the secretary for advice. (Example: “I have been calling Ms. Jones for several days, and I have not been able to get her attention. Do you have any suggestions for me about how I might be more effective in trying to reach her?”)
- Try calling early in the morning and late in the day when managers may pick up incoming calls themselves.
- Be direct. Put a smile in your voice, and speak as if you expect to be put through. (“Good morning. Is Ms. Jones in? This is Ed Smith calling.)
- If you have mailed a letter stating that you will contact Ms. Jones, you can say in all honesty, “Yes, she is expecting my call.”
- If the secretary asks you what your call is regarding...say, “I sent her a letter earlier in the week, and I am calling to follow-up.”
- You will not succeed on every attempt and you should not expect to!

Sample Follow Up Call Script

After you send an employer your resume, it is very important to follow up with each of them. You may learn your status and perhaps nudge the process along.

Job Seeker: Hello, this is Nila Jensen calling for Susan McKain.
Secretary: Will Mrs. McKain know what your call is about?
Job Seeker: I am following up on some correspondence. I believe she is expecting my call.
Secretary: All right. I will see if she is here.
Susan McKain: Hello. This is Susan McKain.
Job Seeker: Hello Mrs. McKain. My name is Nila Jensen. I applied to the spring co-op position that you listed at the Office of Cooperative Education and Career Services at RIT. I am studying Hotel Management and have two years of restaurant experience.
Susan McKain: Oh yes, I remember. I looked over your resume yesterday.
Job Seeker: I am seeking a co-op position with a hotel that has a quality customer service philosophy and reputation. From the literature I have read on the Johnson Hotels, it appears that my experience relates well to the kind of employees you look for. I am very good at dealing with people and, while working evenings, have still maintained a 3.5 GPA.
Susan McKain: That sounds good. We have not started interviews yet, but we will be soon. When exactly are you available to begin working?
Job Seeker: Classes end the first week in March so I can begin work as soon as March 9. I would like to meet with you to further discuss my qualifications for the position. Do you have a few minutes later in the week?
Susan McKain: Sure. How is Thursday at ten?
Job Seeker: That is fine with me. I will see you then. Thank you!
A resume is a synopsis of what you have to offer an employer for a particular job. Its purpose is to organize the relevant facts about you in a written presentation, which will serve as your personal advertisement. Your resume must indicate WHO you are, WHAT kind of work you can do, and HOW you are qualified. It must sell as well as tell!

The resumes that you use should be well-planned, distinctive, and professional in appearance. Good format, high-quality paper and well-written text greatly improves readership. Above all, each statement needs to be accurate and not overly inflated. Avoid either revealing potentially negative information unnecessarily, or selling short your accomplishments. Consistency in date, punctuation, indentation, style and tense is very important. If a second page is needed, repeat your name at the top. Refer to the sample resumes at the end of this handout, as a springboard to develop effective ideas and approaches for your own resume.

Planning Your Resume
Before you can write a persuasive resume, you need to answer the following questions:

- What is the employer looking for in a potential candidate?
- What skills/qualities can you offer an employer?

If you are unsure about either of these areas, you need to:

- Review want ads and articles in newspapers and professional journals to become familiar with current trends, issues, and jargon in your field.
- Analyze your past experiences (courses, special projects, paid employment, community involvement, clubs, student organizations) to determine in what ways you have demonstrated desired qualifications.
- Do not automatically discount minor or unrelated jobs. Employers are interested in the total person, so consider all aspects of your background as possible strengths. Ask yourself what you learned from these experiences, what qualities were necessary for good performance, and how these might be applicable to your objective.
- Formal education and previous experience related to your field are your most significant qualifications. Do not underestimate the skills you have acquired from your courses and projects, you do have related experience from your classes, labs, and projects.

Contents of a Resume

- Identifying Information – your name, address, telephone number and e-mail address. Usually both local and permanent data should be indicated. Consider including your personal URL (if appropriate).
- Job Objective – a brief statement indicating the type of opportunity by title and/or function. Make sure your objective fits the type of job you want.
- Educational Background – list of colleges and universities attended, dates, degrees, diplomas, and certificates with emphasis on highest-level achieved and special training pertinent to your job objective. List your major(s) and any concentration. You may also include your GPA and any academic honors received at each school. (Do not include high school information)
- Experience or Work History – indicate dates of employment, name of employer, city and state, title of each position. Describe your major duties and responsibilities and relate any notable achievements (e.g. promotion) and/or skills developed. Use action words to attract attention to your skills and accomplishments (refer to the action verb list in this handout). You may want to have one section for related work experience and a separate section for other experience. Employment relevant to your stated job objective should be elaborated on; that which is unrelated, including part-time, should be mentioned briefly.
- Skills Section – a list of specific skills and abilities most useful in your career field. For example, computer, technical, laboratory, foreign languages.
- Activities or Interests – at least a brief mention of extracurricular activities, professional memberships and affiliations, community activities, or hobbies. Be sure to mention any offices held.
• Optional Categories – Military record, licenses/certifications, publications, major projects (e.g. research), other experiences (e.g. volunteer, travel).

Resume Formats
The two most frequently used types of resume formats are reverse chronological or functional. Choose the resume format that most effectively markets your skills and experiences. *(Sample resumes can be found at the end of this handout)*

1. Reverse Chronological Format
This format typifies 80% of all resumes. It is most appropriate for the typical student or new graduate. Education and job history are described in descending order, with the most recent events first. It tends to emphasize job titles and organizations.

2. Functional Format
This format goes beyond simply outlining experience and education. It is appropriate for a more seasoned individual. The focus is on what is termed “transferable skills.” The key element of this type of resume is the section on skills. The skill clusters chosen should support the stated job objective. Group your work accomplishments, responsibilities, and duties according to functional skill areas such as “Computer Skills”, “Technical Skills”, “Project Planning Skills”, “Managerial Skills”, “Sales”, “Communication”. Choose your skill headings according to your job objective and briefly describe, using action statements, the work you did in each of the broad categories you identify. Work history and job titles take a subordinate position in this format. In fact, you may draw upon volunteer positions, education and other life experiences for many of the skills you wish to note.

Resume Review
After you have written a draft of your resume, have someone give you feedback on it. Your program coordinator in the Office of Cooperative Education and Career Services is available to look over your resume with you.

Resumes and Technology

E-mailing Your Resume
Employers are requesting, sometimes requiring, that resumes be sent by e-mail. The format choices you make can have an important impact on your ability to do so effectively. Follow these guidelines for an e-mail version of your resume:

• Prepare several different file format versions of your resume. For example, both plain text (ASCII) format and Rich Text format documents are easily interpreted by most computers and support bold characters, underlining, italics and other formatting. Word document and Adobe PDF format resumes are also widely used and readily accessible by employers. Employers may request that resumes be submitted in a certain file format for e-mail purposes.

• Do not include your resume as an attachment only. Instead, include your resume as part of your email message, perhaps separated by something like the following: [begin resume] and [end resume] and indicate that it is attached to the e-mail as a Word or PDF document.

• Do not use boldface, underlining, or bullets in your resume when it is included as part of the email text. You can use asterisks (*) or plus signs (+) instead of bullets and do consider using CAPITAL letters as a highlighting technique.

• E-mail your resume to yourself or a friend, as a test, before e-mailing it to employers, to be sure the format transfers as desired.

• You can mail an original resume to the employer as a follow up to your e-mail.

• Always include a cover letter as part of your e-mail message text. Follow the same guidelines for cover letter development as you would if you were mailing a cover letter to an employer by regular mail. *(See Correspondence handout for more information)*
The Scannable Resume

Many large employers use scanning technologies as a productivity aid in human resources. Resume images are entered into a system using an optical scanner, thereby building a database of applicant information. The employer then accesses candidates by searching this database for those with desired qualifications. You may choose to develop a separate version of your resume in scannable format.

These systems search by using “key words” (particularly **nouns**) or phrases. So, in order for your resume to have appeal to those in your chosen field, explicitly and extensively use the jargon of that field! Caution: when including acronyms alone be sure they are widely recognized; otherwise spell the words out.

Tips for Making Your Resume “Scanner-Friendly”

- Font size is also important; sizes between 10 - 12 pt. work best.
- Italics and underlining may cause problems for the scanner, especially if combined. Avoid reverse type. Use **boldface** for emphasis.
- Use vertical or horizontal lines sparingly, leave at least a quarter of an inch of space around the line.
- Avoid graphics, shading, shadowing, and boxes.
- Do not compress or expand the space between letters or lines. Do not double space within sections.
- The resume you submit should be printed with a laser printer on white or light-colored paper.
- Position your name at the top of the page on its own line; use standard address format and place each phone number on its own line.
- Do not fold or staple the resume.

Action Words

Use action verbs, not “duties included” or “I was responsible for”. Verbs should be in the past tense for a job that is over and present tense for a current job. The following list of action words should be used to succinctly accentuate tasks, functions and achievements, especially when describing work and other experiences:

<table>
<thead>
<tr>
<th>Accomplished</th>
<th>Conducted</th>
<th>Enforced</th>
<th>Installed</th>
<th>Originated</th>
<th>Resolved</th>
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</thead>
<tbody>
<tr>
<td>Achieved</td>
<td>Constructed</td>
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<td>Instructed</td>
<td>Oversaw</td>
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<tr>
<td>Adapted</td>
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<td>Administered</td>
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<td>Expanded</td>
<td>Managed</td>
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<td>Assisted</td>
<td>Created</td>
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<td>Marketed</td>
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<td>Audited</td>
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<td>Maximized</td>
<td>Promoted</td>
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<td>Modified</td>
<td>Qualified</td>
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<td>Handled</td>
<td>Monitored</td>
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<td>Motivated</td>
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<td>Completed</td>
<td>Edited</td>
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<td>Operated</td>
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<td>Enabled</td>
<td>Initiated</td>
<td>Organized</td>
<td>Researched</td>
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</tr>
</tbody>
</table>
Sample Resume-Functional This format goes beyond simply outlining experience and education. The focus is on what is termed “transferable skills.” The key element of this type of resume is the section on skills.

JOHN A. SMITH  
57 Memorial Drive • Rochester, NY 14623 • (585) 475-2301 • E-Mail: JAS1234@rit.edu


OBJECTIVE:  
To obtain a full-time position in Market Research and Product Development

EDUCATION:  
Rochester Institute of Technology, Rochester NY  
Master of Business Administration, Expected May 2002  
Concentration: Marketing and Information Systems  
GPA: 3.67  Dean’s List: 1999-2001

Kent State University, Kent OH  
Bachelor of Science in Business Management, May 1996  
Honors: James Madison Scholarship Recipient

PROFESSIONAL SKILLS:

Marketing/Market Research  
• Identified market trends for food products  
• Monitored competition in other regional stores  
• Assisted in advertising and promotion campaigns  
• Assisted with development of corporate sales flyers and proposals  
• Assisted with creation, implementation and analysis of customer satisfaction surveys

Product Development  
• Provided information and recommendations on price of product in cooperation with Marketing Research Department  
• Worked with Marketing Research Department and advertising agency to position product

Communication  
• Provided academic and personal counseling to undergraduate students  
• Conducted group presentations for 30-40 undergraduate students related to college life skills  
• Completed weekly incident and emergency reports  
• Collaborated with Residence Hall Staff at monthly planning meetings

Computer  
• Windows 3.1, Windows 95, IBM Compatible and MAC PC proficiency  
• MS Word, MS Excel, MS Access, MS PowerPoint, Word Perfect 6.1, Minitab  
• Director, HyperCard 2.2, Adobe Photoshop, HTML, Dreamweaver, Visual Basic

MEMBERSHIPS/ACTIVITIES:  
• American Marketing Association, Student Member (12/92 - present)  
• Lowenthal Group, Ambassador, RIT (12/91 - present)  
• Enjoy reading, hiking and rock climbing

EMPLOYMENT HISTORY:

Curtice Burns Food, Inc.  Rochester, NY  Marketing Assistant  5/28/00 - 11/27/00
Rochester Institute of Technology  Rochester, NY  Resident Assistant  9/1/99 - 5/25/00
Kent State University  Kent, OH  Food Service Staff  8/28/91 - 5/15/99

REFERENCES:  
Available upon request
Sample Resume-Reverse Chronological  This is the most commonly used format.

Josie P. Heintz  
Email: JPH0000@rit.edu

School Address                    Home Address  
320 Fairwood Drive Apt.II                 10 Ward Street  
Rochester, NY 14623                Poughkeepsie, NY 12603  
(585) 424-1234                   (914) 462-4321

OBJECTIVE  A cooperative education position that will provide practical work experience in the field of industrial engineering. Available March – August xxxx.

EDUCATION
Rochester Institute of Technology, Rochester, NY  
Major: Industrial Engineering  
Degree: Bachelor of Science expected May xxxx

Ball State University, Muncie, IN  
Honors College Summer Program xxxx  
Area of Study: AutoCAD – 80 hours

RELEVANT COURSEWORK  Operations Research  
Systems and Facilities Planning  
Engineering Design  
Applied Statistics  
C Programming  
Dynamics  

ERGONOMICS  
Human Factors  
Management Theory  
Materials Science  
Probability & Statistics  
Simulation

COMPUTER
MS Office, MS Word, MS Excel, MS Access, MS-DOS, Mathematica,  
VAX, ProModel

SKILLS

EMPLOYMENT
Getinge/Castle, Inc., Rochester, NY  
June – August xxxx  
Worked in a union environment to establish various cells on the floor to streamline and customize the production of medical sterilizers.

Building Construction, Esopus, NY  
Summer xxxx  
General construction of buildings, landscaping, and other tasks located at private residence. Learned and utilized surveying and general carpentry skills.

HONORS/ACTIVITIES  Dean’s List  
RIT Alumni Scholarship  
Society of Plastics Engineers, Mid-Hudson Section Scholarship Award  
Rock climbing, mountain biking, guitar, IE student chapter

REFERENCES  Available upon request
At certain points in your job search, it will be necessary to write (or e-mail or fax) employers. This handout contains information and guidelines for writing professional correspondence including: cover letters, thank you letters, networking, acceptance letters, withdrawal and rejection letters, and providing professional references.

Purpose of a Cover Letter

**Highlight Experience** — A cover letter accompanies a resume being sent to an organization for a specific position or area of interest. The well-written cover letter highlights selective aspects of your background which best suit the employer’s needs. In other words, the cover letter bridges the gap between your skills and experience and the qualifications of the position or area of interest.

**Capture Attention** — A well-written cover letter commands the reader’s attention.

**Stimulate Interest** — It stimulates interest in you and your resume as well as reflects your interest in the job and/or the organization.

**Specify the follow-up** — Will you call the employer (and when) or vice versa?

**Ask for an Interview** — The opportunity to interview is the ultimate goal of your cover letter and resume.

Cover Letter Guidelines

A cover letter usually includes three to four paragraphs. Each paragraph has a different goal.

**First Paragraph** — Tells who you are and why you are writing (without saying, “My name is…and I want a job.”) Suggest the kind of activity you would like to be involved in (co-op or full-time). Give a bit of background on yourself and why you are pursuing a position in this field or discuss briefly what you are currently doing. If you were referred to this person by another, state that “I am writing at the suggestion of …”.

**Second Paragraph** — This is your ‘SELL’ paragraph. It is your time to outline for the employer what you can do for THEM. Do not give a blow-by-blow account of your resume. Instead, highlight the experiences, skills, and abilities that are the most relevant to THIS employer. Do not just state a skill, i.e., “I am able to handle multiple tasks.” Instead PROVE that you have the skill, i.e., “I developed the ability to handle multiple tasks by juggling a full course load, a paid internship and serving as treasurer for the sophomore class.” Draw from your academic experiences, jobs, and activities – wherever your strengths lie. This paragraph is your chance to describe to the employer exactly why YOU are the person for the job.

**Closing Paragraph** — Finally, sign off. Indicate how interested you would be in meeting in person to talk more about the possibility of working with them. Be sure to state that YOU WILL CALL THEM to see when such a meeting might be arranged. Do not worry about sounding too aggressive – this is the protocol employers expect you to follow. Remember, if you do not follow up, someone else will.

Two short paragraphs are better than one long one and have a better chance of being read. Always try to focus on your accomplishments and how your skills can assist the employer. Focus on their needs, not yours.

Essentials for Success

- Communicate your ambition and enthusiasm
- Stress accomplishments by explaining how you have met or exceeded specific employer needs
- Show how previous experiences/accomplishments relate to the position for which you are applying
- Also, the reader may be judging you on how well you write so do your best to make the words come alive!
- Do not overuse the word “I”. Rather than starting with “I”, turn some of your sentences around. It is better to give examples of how you did something than to say, “I did this or that...”
• Use active, not passive, verbs. For example use arranged instead of “I was responsible for arranging” (See Resume Writing handout for a list of action verbs.)
• Research the organization before you write the cover letter. Ideally, every cover letter is unique and targeted to a specific position or type of work. Use the information obtained through research to demonstrate that you know something about the company.
• Address the letter to a specific person within an organization. If you do not know the person’s name, title, or gender call the organization and ask for the correct information. If you are unable to get a specific name, acceptable alternatives are “Dear Sir/Madam” or “Dear Human Resources Representative”. When responding to a “blind ad” (a P.O. Box number in a newspaper ad) with no opportunity to address your letter to an individual or the follow-up person, you can only ask the employer to write or call you.
• Be sure to use an acceptable business letter format (see samples on page 4). Keep a copy of each letter for your records.
• Make it perfect. Check to make sure your cover letter is free of typos and is grammatically correct.

Thank You Letter
This is one of the most important, yet least used, tools in a job search. Fewer than 20 percent of candidates bother to extend this basic courtesy. As an interviewee, not only does the thank you letter show your appreciation of time, but also if well constructed, it is an excellent opportunity to again market your skills and interest in the position.
• Thank you letters should be sent as soon as possible after the interview, preferably within 24 hours.
• Sending thank you notes by fax or e-mail is acceptable.
• If you are interviewed by a committee, you may opt to send each committee member a thank you letter, or one letter to the committee chairperson asking that they share it with the other members.
• State that you remain interested in the job, or at least that you are interested in taking the next steps.

Networking/Informational Interview Letter
This letter is designed to generate informational interviews, not job interviews, which allow you to meet individuals who can give specific information about a career, an industry of interest, or their position and company.

Acceptance Letter
Use this letter to accept a job offer and to confirm the terms of your employment (salary, starting date, medical examinations, etc.). An acceptance letter often follows a telephone conversation during which the details of the offer and the terms of employment are discussed. The letter confirms your acceptance of the offer, expresses your appreciation for the opportunity, and positively reinforces the employer’s decision to hire you.

Withdrawal Letter
Once you accept a position, you have an obligation to inform all other employers with whom you have had an interview (or have one pending) of your decision and to withdraw your employment application from consideration. This should be done by e-mail because of the immediacy of the job offer process. In either case, you should express appreciation for the employer’s consideration and courtesy. It may be appropriate to state that your decision to go with another organization was based on having better job fit for this stage in your career. Do not say you obtained a better job.

Rejection Letter
Employers are not the only ones to send rejection letters. Candidates may have to decline employment offers verbally (ideal) or in writing that do not fit their career objectives and interests. Rejecting an employment offer should be done thoughtfully. Indicate that you have carefully considered the offer and have decided not to accept it. Also, be sure to thank the employer for the offer and for consideration of you as a candidate. This will improve your chances should you later reapply to the employer.
Faxing and E-Mailing Job Search Correspondence
Job seekers may fax or e-mail resumes, cover letters and thank you notes to employers.

- Treat the e-mail message (or fax cover sheet) you send along with your resume as if it were a formal cover letter.
- To insure the employer will get your resume, place a text version of your resume in the body of your message and attach a formatted version as an attachment.

*(For more information on e-mailing see our “E-mail Manners” handout.)*

Guidelines for Your References
You should plan to have 3-4 (or more) professional references. They can be professors, advisors, previous supervisors, managers, etc. It should be someone that can speak to a potential employer about your performance as an employee or student. Make sure that you ask the person if they are willing to be your reference, before putting them on your reference list.

Sample References

**John Smith**  
Jxs1234@rit.edu  
12 East Avenue  
Rochester, NY 14607  
(585) 555-1111

Ms. Sue Miller  
Engineering Manager  
XYZ Company  
Rochester, NY 14618  
Work Phone: (585) 555-5555  
e-mail: smiller@xyzco.com

- Supervisor at previous co-op. Reviewed my performance and provided an evaluation at the end of a 6 month assignment

Dr. Steve Johnson  
Advisor  
Rochester Institute of Technology  
Rochester, NY 14623  
Work Phone: (585) 555-1234  
e-mail: sjohnson@rit.edu

- Academic advisor for the last 8 months

Mr. Pat O’Brien  
Manager  
Jiffy Lube  
White Plains, NY 16554  
Work Phone: (914) 555-1234  
e-mail: pobrien@jiffylube.com

- Supervisor at part time position. Directly oversaw my performance for over 2 years.

Additional Information on Correspondence to Employers
- See your program coordinator; he/she will be happy to critique your letters
- The Office of Cooperative Education and Career Services web site at www.rit.edu/co-op/careers provides links on the topic of job search correspondence
- Wallace Library has additional resources for your review
- Resources are available in the Office of Cooperative Education and Career Services Resource Library
Dear Ms. Strand:

I am applying for the systems analyst co-op position, which was advertised on March 11 with the Office of Co-op and Career Services at Rochester Institute of Technology. The position seems to fit very well with my education, experience, and career interests.

Your position requires experience in computer systems, financial applications software, and end-user consulting. With a major in management information systems, I have training on mainframes, minicomputers, and microcomputers as well as with a variety of software programs and applications. My practical experience in my university’s computer center as a programmer and as a lab assistant for system users gave me valuable exposure to complex computer operations. Additionally, I worked in computing operations for Citibank where I gained knowledge of financial systems. My enclosed resume provides more details on my qualifications.

Please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity. I will call you next week to see if a meeting can be arranged. If you need to reach me, please call me at 716-683-4388.

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

(Written signature)
Lisa Watson
Enclosure
Thank You Letter

2150 Jefferson Road
Rochester, NY 14628
[Date]

Dr. Julia Edmonds, Director
Technical Design Group
Atlantic Engineering Systems, Inc.
1220 Warwick Avenue
Newport News, VA 23607

Dear Dr. Edmonds:

Thank you very much for interviewing me yesterday for the associate engineer co-op position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. I think my education and lab experiences fit nicely with the job requirements, and I’m sure that I could make a significant contribution to the firm.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please call me at 804/685-5555 if I can provide you with any additional information. Again, thank you for the interview and your consideration.

Sincerely,

(Written signature)

Frederick Bryan
Letter of Inquiry

125 Colony Manor
Rochester, NY  14623
[Date]

Mr. Timothy T. Mellon
Director of College Recruiting
Midwest Mercantile Company
4500 Randolf Drive
Chicago, IL  60601

Dear Mr. Mellon:

I read your company’s description in Job Choices in Business and would like to inquire about employment opportunities in your internship program. I am interested in retail management and would like to relocate to the Chicago area after graduation.

My interest in business started in Junior Achievement while in high school and developed further through a variety of sales and retail positions during college. Through research of the top retailers in Chicago, Midwest Mercantile emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional retail environment I seek.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek in your interns, but they do not tell the whole story. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I will call you during the week of January 24 to discuss employment possibilities. In the meantime, if you need to contact me, my number is 804/683-8843. Thank you very much for considering my request. I look forward to talking with you.

Sincerely

(Written signature)
Craig S. Watson
Enclosure
Networking/Informational Interview Letter

4960 Colony Manor Drive
Rochester, NY  14623

[Date]

Mr. Ralph Goldman
Sales Manager
United Fruit Company
Industrial Park
Rochester, NY  14620

Dear Mr. Goldman:

After reviewing major corporations in the Rochester area, I have learned that your company has a long history of success in selling to a wide variety of wholesale and retail clients. As a sophomore at RIT, I would like to learn more about the operation and management of large organizations. I am writing to ask for an appointment to talk with you about your role as Sales Manager at United Fruit.

Although I will be seeking co-op employment within a few months, I do not intend to ask you for a job. Rather, I want to gather information from you about the process by which you direct the organization. I believe that you can give me valuable insight about preparation for a career in management and perhaps a few principles, which you have learned from your experience with United Fruit. I am asking professionals in several major corporations to help me understand their businesses before I make direct application for employment.

I need only 15-20 minutes of your time to accomplish my objectives because I have prepared the questions I wish to ask you. I will contact you later this week to arrange for an appointment. If you would like to reach me, my phone number is 716-245-1718; my e-mail is jxx@rit.edu. Thank you for your consideration.

Sincerely,

(Signature)

Jay Brown
Follow a few simple rules to civility. According to a recent survey, the average executive spends one hour and 48 minutes each day reading and sending e-mail messages. That is plenty of time to act ill-mannered, whether you mean it or not. If you have got mail or you are sending it, a few considerate reminders are in order.

State Your Topic
Always fill in the subject line. Flag your message with a succinct, informative header: ”Boss’s vacation schedule, summer 2001.” If your problem is urgent, write “SOS.” If it is a quick question, say so.

Be Brief
Lengthy e-mails – more than a screen long – are daunting and annoying. If you want a quick reply, be concise. Break long thoughts into separate paragraphs or a numbered list. With friends you can be chattier. But consider that most readers are overwhelmed by a screen filled with solid type – no matter how juicy the news is.

It is okay to send a short note in answer to a long e-mail, as long as you acknowledge the information you received: “Thanks for that comprehensive update. I will do X, Y, or Z.”

Style Counts
E-mail has an easy, off-the-cuff quality. But style still matters. Spell-check notes before you hit “send.” DO NOT WRITE IN ALL CAPS; it signifies shouting. Instead, use *asterisks* for emphasis. Likewise, avoid writing in all lowercase – it is hard to read.

Include, Do Not Attach
Attachments are tricky. When possible, include information in the body of an e-mail rather than sending an attached document (unless you are using your company’s e-mail network or sending a bulky file). Attachments can spread computer viruses and become corrupted in transit, making them impossible to read.

Identify Yourself
Create a standard sign-off that is automatically attached to your business e-mails. Include your full name, title, phone number, address, and any pertinent information about your company. This will be helpful for people who may forget exactly who you are or what your company does.

Answer Promptly
When a business e-mail begs a reply (to a question or a newsy update), do so within a few hours, definitely within the day. Answer personal e-mails within a few days or a week. Be consistent with your response time, so friends and colleagues will know what to expect. When you go out of town, program an “I am away” reply into your e-mail system.

Keep Separate Accounts
Business e-mails are not private. According to a survey by the American Management Association, 38% of employers monitor and review employees’ e-mail messages. Send anything that might be embarrassing from your personal account. If you do not have one, open a free account at Yahoo! or Hotmail. Create a separate account (or at least use a different screen name) if you are answering personal ads, visiting chat rooms, or ordering on-line. That way, junk e-mail will not clutter up your primary account.
Be Very Careful What Your Say
E-mails seem fleeting – press a button and your message is off into the cyber-ether – but what you write is permanent. It can be printed, forwarded, and filed by your correspondent. It can be read aloud over the phone to friends and colleagues. Even worse, deleted business e-mails can be resurrected from your hard drive and used as evidence in a court of law. Never write anything in an e-mail that you would not want plastered on the front page of USA Today.

Ignore Chain-Mail, Jokes, And Petitions
Almost no one likes them. Resist forwarding these unless they seem highly relevant.

BTW, Avoid Abbrev. At Work
Last year Yahoo! posted a “netiquette” quiz on its site and found that only half the respondents knew that F2F meant “face to face” or that BCNU stands for “be seeing you.” Do not use shorthand, like LOL (“laughing out loud”) or ISO (“in search of”), or “emoticons” (those irritating little symbols made from punctuation keys) at work. It is unprofessional, and people may have no idea what you are saying.

Do Use E-Mail . . .
- For quick questions
- For simple work issues
- For scheduling meetings and events
- For sending newsy updates to friends
- For R.S.V.P.ing
- To praise a group (especially when you want to cc others). But do not go overboard. Not all messages should be electronic.

Do Not Use E-Mail . . .
- In lieu of thank-you notes or important invitations
- For controversial information
- For bad news or in place of a condolence note
- To convey anything that if forwarded or overheard could be harmful or embarrassing
- To call in sick or break a date
- To fire someone
- To offer a raise or promotion
- To persuade someone to help you
Research is important because it will help you understand the economy and industry trends, and how easy or challenging your job search may be. Researching a company or organization will help you understand what they are doing, how well they are doing it and whether that matches up with your career goals. Then you can decide whether it makes sense to send them your resume.

Learning about the company is also essential to a successful interview. You want to create a positive impression by appearing informed and goal-directed. During the interview you can demonstrate your goals by indicating why you are interested in that organization and how your goals, qualifications, and personality fit that employer’s opportunities. When a job offer is extended to you, knowledge you have gained through research will help you make a good decision.

**Suggested Areas Of Information To Have Prior To The Interview**

- Size of company relative to the industry
- Annual sales growth for past five years
- Array of product lines or services
- Major competitors
- Organization structure
- Short-term profit picture
- Relocation policies
- Promotional path
- Formal versus on-the-job training
- Name of recruiter/hiring manager
- Average time in assignments
- Potential growth for the company/industry
- Age/backgrounds of top management
- Potential new markets, products, services
- Number of years in business
- Geographical locations
- History of organization
- Location of home office/headquarters
- Number of plants, stores, offices
- Type of training programs
- Recent items in the news
- Typical career path in your field

**Identifying Potential Companies**

The Co-op and Career Services Office is a great place to start when gathering information. If you are wondering about relationships that a particular company may have with RIT, ask your program coordinator. He/she will be able to provide employment history, contact names, and more. You can also access a database of employer information through our Web site.

Our Web site at www.rit.edu/co-op/careers is your gateway to career information, job sources and office services to help you in your job search. You can search and apply online to job postings and on-campus interview opportunities for RIT students. RIT Job Zone is the primary source for co-op opportunities and for full-time opportunities.

Available on our site are links to recommended sites with company information, job leads and much more. Your program coordinator's homepage has links specific to your major that will help you identify job sources and association information.

**Wallace Memorial Library** is a high-technology, multimedia resource center where you will find materials to help you identify potential employers. Wallace Library provides handouts (available in racks across from the Reference Librarian’s main desk or at their website: http://wally.rit.edu/pubs/guides) to help you identify and locate companies. Some of the titles include *How to Find Information on Your Career* (by major), *Where to Find Company Information* and *Industry Analysis*. Each college is assigned a reference librarian so if you need assistance or resource suggestions, make an appointment to meet with him/her.
Directories offer information on companies including goods and services provided, financial information, key people in the company, addresses and sometimes even future hiring projections. The resume section of Wallace Library has state and regional industrial and/or manufacturers’ directories such as The New York State Industrial Directory, which provide addresses and product/service information for employers in a particular geographic area. National and international directories such as Standard and Poor’s Register of Corporations, are general in nature and are helpful in finding companies located in a specific geographic area or a specific field. Other directories are dedicated to specific industries or populations such as the National Restaurant Association Directory and Peterson’s Engineering, Science, and Computer Jobs. There are several CD-ROM research tools in the library such as Dow Jones Interactive and Disclosure Corporate Snapshots, a database available through FirstSearch.

Job Choices is one directory we recommend. It is free and available in the Office of Co-op and Career Services and Wallace Library. Ask your program coordinator to recommend additional directories and other resources that they think may be especially helpful for your job search.

Online presence – virtually all businesses and organizations are online. Companies are finding it easy and inexpensive to post job opportunities and recruit new employees via job databases and company web sites. There are a growing number of databases that will allow you to post your resume at no charge. These services are becoming increasingly popular and offer job seekers an effective way to get their resume seen by recruiters and employers.

Telephone directories are a sometimes-overlooked way of identifying companies or organizations. They are also available on the Internet to research companies. Companies are categorized according to type of business/product/service and often by geographic area.

Newspaper want ads are still a source of good opportunities. Many papers now include want ads in the Internet version of their paper, free! Newspapers can be a good source of information since they include articles about new products, new company divisions, etc., in the business section. Local business journals are also a good source of company activity. Co-op students – don’t expect to find a want ad for a co-op position in your local paper, but be on the lookout for any company with related career openings. This will give you an idea of the firms, which are hiring, and you may be able to interest them in the concept of co-op.

Employment agencies may offer short-term/temporary positions (contract) that may fit the recommended co-op work periods or lead to a full-time position. If you have any questions about how these agencies work, talk with your program coordinator.

Corporate annual reports provide an excellent overview of publicly held companies. Wallace Library has annual report information for the Fortune 500 and additional companies and many companies put there annual report online.

Professional journals pertinent to your field can be found at the Wallace Library and the Office of Co-op and Career Services Resource Library. These journals offer articles about companies and new products and provide potential networking opportunities. Some may even have employment ads.

Chamber of Commerce or similar organizations in the area in which you are seeking employment may be able to provide you with a list of local companies or suggest other valuable local directories or resources.

Networking is an organized method of making links from the people you know to the people they know — to exchange information, advice, contacts or support. Networking is a process of building relationships, which will continue throughout your career. Faculty members, relatives and friends may have some ideas about employers in a particular industry or contacts in geographic areas in which you have interest.

Informational interviews are not job interviews. They are intended to help you gather information and meet people in your field of interest. They can sharpen your perception of a career or job in which you have interest. You can explore a career field, gather information about a particular organization or
investigate a specific position. The people you meet can become your contacts and help you meet other contacts for sources of job opportunities. (See the Networking and Informational Interviews handout for more complete information).

Using Employer Information During The Interview

Most of the questions you will be asked will not relate directly to the information in the literature. There are ways, however, to show how your skills and background meet the employer's needs using the information you gain. Some examples:

1. **Question:** "Why do you think you might want to work for this company?"
   **Response:** "As I understand the job, there's plenty of opportunity to be involved in both the planning of marketing strategies and the actual selling. Besides using my communications skills and knowledge of chemicals in direct selling, I believe I'm creative when it comes to marketing."

2. **Question:** "I see you're involved with the Spanish Club. What were some of the benefits from that experience?"
   **Response:** "As secretary, I was responsible for organizing a display on Spanish literature for the Cultural Fair we sponsored. Most of my correspondence with publishing houses was done in Spanish and I feel this experience added a whole new business angle to my fluency. I would feel very confident communicating with your subsidiary in Mexico."

Asking questions is to your advantage. This requires the interviewer to expand on information you have learned from the employer's literature. Below is an excerpt from employer literature (in bold print), paired with a question that could be formulated.

1. "Today's large store manager usually has gained experience in district or regional staff work."
   **Question Formulated:** "In viewing some of the backgrounds that your large store managers have, regional staff work is mentioned. Could you describe some of the responsibilities of staff work?"

2. "From the start, ABC Company has had a goal-oriented vision of being a leader in communications. That's why we are into education, publishing and software, among other things."
   **Question Formulated:** "When the company looks to the future, it appears from the brochure that education, publishing and software are some key areas. Are there some product areas that might become less important and be cut back?"

You only get one chance to leave a first impression. Take the time to do your homework, research the organization, and you will increase your chances of leaving a positive impression.
Networking and Informational Interviews

Networking
Networking is a buzzword tossed around a lot these days. We all use networking in our personal lives without thinking about it. For example, how do you go about choosing a mechanic, a hairdresser, a good professor or a great restaurant? If you are like most of us, you talk to people you know to get a name/referral.

Networking, in a professional sense, is an organized method of making links from the people you know to the people they know, to exchange information, advice, contacts or support. Networking is a process of building relationships, which will continue throughout your career.

Benefits of Networking
- Obtain information about your field
- Clarify your job target/skills
- Make contacts at companies where a position may exist
- Get the names of additional people who could know of a possible position

How Do I Start?
Make a list of people you know; consider the following categories:
- Family/Inner Circle: relatives, extended family (in-laws, close friends of family), business associates of relatives
- School: professors, past teachers, administrators (your program coordinator, academic advisor), support staff, alumni
- Friends: people you socialize with, see at parties, parents/family of those friends, friends you rarely see but talk to frequently, e-mail contacts
- Athletics/Recreation: members of leagues, intramural teams, coaches, people you talk to at the gym
- Clubs/Organizations: fraternity/sorority members, professional association members, place of worship
- Past Employers: supervisors, co-workers, customers

Once you have identified who you know, it is essential to find out who they know. Put the word out. Talk to people! Tell others that you are looking for advice and information on job openings and careers. Ask specifically whether your contacts know anyone who can help. Give them a copy of your resume and explain cooperative education (if appropriate). Organization is key to good networking; be sure to develop a way to keep track of all your leads.

Informational Interviews
One of the easiest and most effective ways to meet people in a professional field is to conduct informational interviews. Informational interviewing is a networking approach, which allows you to: meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals.

The art of informational interviewing is in knowing how to balance your hidden agenda (to locate a job) with the unique opportunity to learn firsthand about the demands of your field. Thus, never abuse your privilege by asking for a job, but execute your informational interviews skillfully, and a job may follow.

What Can an Informational Interview Accomplish?
- Expand your information regarding a specific career/job market
- Help to clarify your goals and serve as a reality check for some of your assumptions/perceptions
- Bring your career research to life by gaining first-hand, current information from someone in your field
- Establish the first link to eventual job targets and build your professional network
- May uncover hidden job opportunities
Who to Contact?

- Those who work in settings you like (e.g. manufacturing, business, government)
- People in career areas you are interested in (e.g. process engineer, market researcher, systems analyst)
- Those who work in specific jobs in specific organizations (e.g. process engineer at Intel, or graphic designer at Saatchi)

Where to Find These People

Use your network, which is described above. You can also call community service agencies and trade organizations e.g., Rotary Club, business and professional organizations, women’s organizations, Chamber of Commerce and alumni organizations.

What Motivates Professionals to Grant Informational Interviews?

The reasons are varied. Generally, most people enjoy sharing information about themselves and their jobs and, particularly, love giving advice. Some may simply believe in encouraging newcomers to their profession and others may be scoping out prospects for anticipated vacancies. It is common for professionals to exchange favors and information, so do not hesitate to call upon people.

How Do You Set Up Informational Interviews?

Personal referral is the most effective. Have a mutual acquaintance be the bridge to your contact. Telephone contact is the next best route if you do not have a personal referral. Letters are most effective when they are followed by a telephone call. Send a letter requesting a brief informational interview (clearly indicating the purpose of the meeting, and communicating the fact that there is no job expectation).

Examples of How to Make the Contact:

Case 1: Let's say you have identified someone you want to talk to. You ask around and discover that Susan in your physics class knows the person you are trying to contact. You have decided to call, but what do you say?

"Hello, my name is ________. Susan Langford suggested that I call you. I am considering a career in urban planning and would be interested in any information or advice you could share with me. Could we set up a time for about 20 minutes, to talk about this?"

Case 2: What if you do not have a personal referral, such as in this case:

"Ms. Darcy, I am ________, a student at RIT. I am very interested in a career in the travel industry. I have read your travel column in the paper and I understand you have been involved in this field for some time. I would be interested in your personal perspective about careers in travel. Could we arrange an appointment time next week?"

How Do You Prepare For Informational Interviews?

Prepare for your informational interviews just as you would for an actual job interview: polish your presentation and listening skills, and conduct preliminary research on the organization. You should outline an agenda that includes well-thought-out questions.

Learn as much as possible about the organization and something about the person you will be interviewing (e.g. title). Dress professionally and bring a copy of your resume (to be presented upon request).

Always remember to send a thank you letter to every person who grants you time and to every individual who refers you to someone.
Sample Questions for the Informational Interview:
Know exactly what kind of information you want. The following are examples of possible topics of conversation for the interview. Use these as guidelines to come up with questions that are important to you.

- How did you get into this line of work? Get started in this job?
- How did you prepare yourself for this job? This profession?
- What is the most valuable thing you learned in college?
- Knowing what you know now, would you take the same job again? Why or why not?
- What do you like most about it? Like least about it? What do you find most rewarding about your work?
- What skills or personal qualities are necessary in this career?
- What do you do in a typical day?
- What type of people do you work with?
- What are other specialties in this career area? Get referrals if appropriate.
- What are your organization’s goals at this time?
- Would you advise people to enter this career area? Why or why not?
- What classes can I take, or projects can I do, to prepare myself for this career area?
- What, in your opinion, is the job outlook in this career area? What will affect its growth or decline?
- Where else could I find people involved in this activity? What other settings or industries do, (e.g. accountants) work in? Get referrals if appropriate.
- Are you active in any professional organizations in our field and which would you recommend?

How to Conduct an Informational Interview:

- Arrive 10-15 minutes early for your appointment.
- Be able to introduce yourself effectively in a minute or two.
- Be prepared to discuss your own interests, skills and values and how they relate to the career in which you have interest.
- Adhere to the original time request of 20-30 minutes.
- Ask for referrals to other appropriate individuals in the field.
- Stay true to your request for information - let the individual you are interviewing bring up specific job openings.
- Always follow-up with a thank you note.
- Keep the door open to remain in touch with this new member of your network.
- Evaluate your interview; did you accomplish your goal(s)?
- Contact referrals you received as soon as possible.
Career Fairs

Career fairs, or job fairs, are events used by employers to promote their companies and employment opportunities. They take place on college campuses, and at other locations in the community. Most career fairs consist of tables or booths manned by recruiters or other company representatives, who briefly talk one-on-one with students interested in their company.

As a student, regardless of your major, year in college, or future goals, there are many benefits to attending a career fair. You can investigate career fields and positions for your major; meet representatives from companies for whom you are interested in working; get more information about specific companies; gain an opportunity for an interview with a company; get job and career advice from experts in the field and develop your network of contacts.

Career fairs are an excellent resource to use in your job search. To have a successful career fair experience, however, you need to be prepared. Use the following strategy and make career fairs work for you!

Before the Event – Prepare. Learn What Companies Are Coming
Most of the time, you will be able to find out which companies are coming to the event ahead of time. Check with the Co-op & Career Services Office, or event sponsor.

Research Companies Of Interest To You
Check out the company web site, company profiles in directories, and search for news articles about the company. Finding out general information will allow you to ask intelligent questions of the recruiter, and learn where you might fit in at the company.

Update Your Resume
It is essential to have a resume that reflects your current skills and experiences, as most companies will be forwarding copies of resumes to many departments within their organization. Any typos, grammatical errors, or inaccurate information will result in failure to gain interviews. Have other people proofread your resume for accuracy; your program coordinator in the Office of Co-op & Career Services is available to check it over. Develop a strong, well-written resume, and bring numerous copies.

Be Prepared To Ask Questions
Try to have one or two questions in mind for each employer, based on your research of and interest in the company. Do not ask the recruiters personal questions. (Sample questions are listed on page 4 of this handout.)

Know Yourself
Know why you want to work for the company, and be able to express your skills, accomplishments, and goals in a clear, concise manner. Try to identify specific experiences where you have demonstrated your strengths and skills.

Learn To Sell Yourself Quickly
You’ll only have a few minutes to introduce yourself, show you know what the organization is about, and spark the recruiter’s interest in you for a future, more formal interview. This is not easy, and takes preparation and practice – use a mirror, tape recorder, friend, or practice with your program coordinator in the Co-op & Career Services Office.

Prepare Your “One Minute Commercial”
This will introduce you to the company representative, and let them know immediately what your interests and goals are. Example: “Good morning, I’m ________. I will be graduating in May with a degree in ________, and am interested in the field/area of ________. Can you tell me about current opportunities in this area at your company?”
During the Event – Professionalism and Communication

Career fairs can be intimidating and overwhelming. The tips below will give you an idea of what to expect at the event, and how to get through it successfully.

What To Expect:

- A large room, with rows and rows of booths or tables of companies.
- Some will be well marked, others will not.
- Some employers will approach you; you will have to approach most.
- It will be crowded, with long lines at some tables, and loud. Be prepared to wait.
- Student registration tables are usually located at the entrance to the fair. Here you will be asked to sign in, create a name tag, and you’ll be given a map and list of attending organizations.
- Some career fairs offer additional, more private space for employers to conduct formal interviews with students at the event.

What To Bring:

- Lots of copies of your resume, transcript and samples of your work (if appropriate).
- A pad of paper and pen, to take notes.
- A briefcase or portfolio to carry your resumes and notes, and to store business cards and company literature.

Plan Your Strategy:

- Plan to arrive early and stay late – this will enable you to meet with every company in which you’re interested.
- After you check in, survey the layout of the fair on the map, and prioritize the employers with whom you’d like to speak, identify the information you want to get from them, and specify goals you hope to achieve.
- You may want to start by approaching organizations that have a lower priority, to get your feet wet and gain confidence before approaching your top choices.
- If there are long lines, revise your strategy – you can always come back later in the day.

Make A Good First Impression:

- Dress for success – interview attire is preferred. You should choose a conservative approach to your dress. Wear comfortable shoes, as you will be walking and standing for long periods of time. How you look will play a big part in determining employer interest.
- Approach the employer, shake hands, smile, and introduce yourself. Remember to maintain eye contact. Be enthusiastic!
- Avoid distracting behaviors such as smoking, gum chewing, eating or drinking while with employers.
- Be polite – don’t interrupt the employer reps or your fellow job-seekers, don’t monopolize the recruiter’s time.

Market Yourself:

- Be memorable – conversations may seem casual, but you are actually being evaluated. Be direct and visible so recruiters will remember you and what you said.
- Start with your “one minute commercial” to introduce yourself. The goal is to connect your background to the organization’s needs.
- You may only have two to five minutes to market yourself and gain an interview, so make the most of your time. Prepare answers to interview questions as you would for any interview. Be prepared to explain why you came to the company’s table, and what skills and qualifications you have to offer the company.
- Be articulate, and show confidence in your voice. The room will be noisy, and you’ll need to speak clearly and avoid using filler words, such as “um,” “like,” “you know.”
As you leave each employer, learn what the next step in their process is and what, if anything, you should do to advance your candidacy.

Other Tips:

- Make sure you get the representative’s business card. Take time to make notes of your discussion after you finish speaking with each company, before you move on. Without notes, you may become confused if you’ve visited several companies in quick succession. Use the back of the business card, or jot notes on your notepad.
- Explore all your options – speak with companies you may not have considered before.
- Don’t wait in long lines early in the fair – these tend to create tension.
- Make the most of your wait in line – get company literature from the table before you get in line, so you can read about the company while waiting.
- Don’t just randomly hand out resumes – if you’re not interested in a company, don’t approach them. It would only be a waste of time for both of you.
- If the company representative works in a different field than the one you’re interested in, do still talk with the company, being sure to leave with the contact information for the person responsible for hiring in that area; don’t be discouraged and walk away.
- Network with your fellow job-seekers – share information about job leads, companies, and their recruiting strategies and styles.
- Don’t expect to be offered a job at the career fair, but it is not uncommon to get offered an interview. Know your schedule, and schedule any interview you can attend. If you’re not interested in the company, do not take the interview.
- Be polite at all times. The person you meet in the parking lot, elevator, hallway, or restroom may be a recruiter you’ll see later that day.
- If you expect companies to call for an interview/follow-up, make sure you have a “serious” message on your answering machine, or that you have roommates that can take a message for you.
- Smile, relax and be yourself.

After the Event – Follow Up

Follow-up is a very important, yet an often neglected step in the career fair process. Few job seekers actually take the time to follow up on their career fair interviews, so if you follow these steps, you will have an edge over candidates who don’t!

- Mail a thank you letter to all the employers you spoke with. Thank the recruiter for their time, restate your interest and qualifications for the position, reiterate your interest in a second interview, and make a promise to follow up the letter with a phone call.
- Send an additional resume with the thank you letter. Don’t assume that resumes collected at the fair are saved.
- Make a follow up phone call within a week to ten days after the event. Restate your interest in the position and company, find out if you are still being considered for the opening and when you might hear about interview arrangements.

Sample Questions

Show your interest in the company by asking relevant and pertinent questions. Some suggestions are below; use these ideas to formulate your own questions.

- How would someone with my background in ______________ get started in your company?
- How many employees in your company are in my area of interest (which is …)?
- What kind of entry-level positions exist in your organization?
- What kind of position would I qualify for?
- What skills/knowledge does one need to perform his job/position?
- What does your company consider to be the 5 most important qualities in an employee?
- What personality traits are important for success in your company?
• What courses do you suggest in order to be a successful candidate?
• Is there a GPA cut-off in the recruiting process?
• As an entry-level employee, what can I expect to be doing 2, 5, 10 years from now?
• What goals does your company have for the near future and beyond?
• What made you choose this company?
• What things has your company accomplished of which you are especially proud?
• For how many years does the entry-level employee typically stay with the company?
• What percent of applicants are eventually hired?
• Are you interviewing for other divisions of your company?
• What type of training is given to new employees – on the job, formal classroom, individualized?
• What would a typical day be like in your department?
• Do you have any RIT alumni working for you?
• What is the timeframe for reviewing the people you’ve met and making hiring decisions?
• Does your company hire on a continual basis or just at certain times of the year?
• What are the opportunities for advancement and are advanced degrees required?
• What is the retention rate in the company?
• Do you expect your employees to relocate?
• What other advice would you give someone interested in pursuing this field?
• Can you suggest others who might be valuable sources of information for me?
Interview Preparation

Congratulations! You have been selected to interview next week with Company XYZ. You only get one chance to leave the right impression; so take the time to do your homework and research the organization, and you will increase your chances of leaving a positive impression.

Know the Company
Learning about the company and the job that is available is essential to a successful interview. Failure to do your homework before an interview can quickly turn off recruiters. (See Company Research handout)

Know the Job
Analyze the job description and try to match your experiences, skills and interests. Talk with people who have worked in similar positions. Understand the nature of the job, the level of education necessary, future potential and other pertinent details.

Know Yourself
Careful self-assessment and advance planning will help you make the most effective presentation and convince the employer you are the right person for the job.
- Analyze your strengths and weaknesses.
- Make decisions about your career goals; what you want to do, why you want to do it, and where you want to do it.
- Prepare yourself to discuss any work experiences that relate to the position.
- Determine the work environment that is important to you.
- Be ready with specific examples that show how your positive traits will be an asset to the company.
- Demonstrate your ability to get along with others, leadership skills, and group interaction skills by discussing involvement with clubs, fraternities, sororities, intramural, sports, etc.

The Importance of Practicing
- Write out answers to typical interview questions (a list can be found on page 2 of this handout).
- Use a friend, or tape-record yourself answering questions. Practicing out loud is important!
- Meet with your program coordinator in the Office of Cooperative Education and Career Services to either review your answers or conduct a mock interview.

Types of Interviews

The Initial Interview
This interview takes place on-campus, at the company (on-site), or over the telephone and usually lasts approximately a half-hour or less. The interviewer is trying to narrow the candidate pool so first impressions are extremely important during this interview. Some employers may make a hiring decision based upon this interview only.

On-Site Interviews
This interview is used to assess your "fit" with the organization. Interviews are offered to the most promising candidates and usually involve a good portion of the day. During such a visit, you may meet with one person or many people from a variety of departments. You will have the opportunity to discuss job responsibilities, your qualifications and interest, salary, and benefits. This is an excellent opportunity for you to evaluate the job, atmosphere, and people with whom you would be working. Some organizations also administer tests of various types at this time.

If travel is involved in an on-site visit, be sure that you understand the situation before accepting the invitation. Travel arrangements for second interviews are handled in one of the following ways:
• The employer representative will take care of everything, including expenses.
• You will be expected to make all or part of the arrangements, and the employer will reimburse you for all or part of the expenses later.
• You will be expected to take care of everything, including expenses.

Telephone Interviews
Many companies screen applicants over the telephone. How well you do will depend on your preparation for such calls and the impression you make. Here are some tips:
• Any telephone calls during your job search could be an employer. Answer the phone appropriately every time; first impressions are important.
• Be sure to inform roommates/parents of the importance of taking careful telephone messages for you.
• Your greeting on your answering machine should be businesslike.
• Keep the following items next to your telephone: paper, pen, copy of your resume, date book, a log of companies you have contacted, your own course schedule including major exams/projects, and a copy of the job description.
• Express your pleasure at receiving the call, but do not act like you have won the lottery.
• Ask for a minute to turn down the stereo, close the door and set the stage for privacy and quiet.
• Your voice is your only means to express energy and enthusiasm.
• Use pauses effectively -- think about what you will answer or ask next.
• Do not hang up before you know the next step and thank the interviewer for calling.
• Get the interviewer’s full name, title and phone number.

Behavioral Based Interviewing
The basic premise of behavioral-based interviewing is the best predictor of future behavior is past behavior in similar circumstances. Instead of asking how you would behave in a particular situation, the interviewer will ask how you did behave. Below are tips for preparing for one:
• Recall recent situations that show favorable behaviors or action (example: course work, work experience, leadership, teamwork, initiative, planning, and customer service)
• Be ready to describe the situation, your action, and the outcome or result.
• Be sure the outcome or result reflects positively on you even if the result itself was not favorable.
• Be honest. Do not embellish or omit any part of the story.

Examples of Behavioral Interviewing Questions
Decision making/problem solving: How did you make the decision to come to RIT and major in __?
Leadership: Have you ever been a member of a group where two members did not work well together? How did you handle this?
Motivation: Give me an example of when you went above and beyond the call of duty.
Communication: Have you ever had to "sell" an idea to a group? How did you do it? Did they buy it?
Interpersonal Skills: Tell me about the most difficult or frustrating individual that you have ever had to work with, and how you managed to work with that person.
Planning /Organization: What do you do when your schedule is suddenly interrupted? Give a specific example.

Interview Questions

Asked By Employers
There are standard areas of questioning by interviewers. Review the following examples so you are prepared to answer the most common questions.

Personal
• Tell me about yourself.
• Why did you choose to interview with our organization?
• What do you consider to be your strengths? Weaknesses?
• Have you ever had any failures? What did you learn from them?
• Of which three accomplishments are you most proud?
• What motivates you most in a job?
• Have you had difficulty getting along with a former professor/supervisor/co-worker? How did you handle it?
• Have you ever spoken before a group of people? How large?
• Why should we hire you rather than another candidate?
• What do you know about our organization (products or services)?
• How do you think a friend, professor, or former supervisor would describe you?
• How do you think you can make a contribution to our company?
• How do you solve difficult problems?
• Give me an example of your experience working as part of a team.
• What are your career goals?
• Do you prefer to work under supervision or on your own?
• Do you prefer large or small organizations? Why?
• Describe how you are able to work on several assignments at once?
• How do you feel about working overtime?
• How do you feel about travel?
• How do you feel about the possibility of relocating?
• Describe your ideal job.

Education
• Why did you choose your major? This university?
• Do you think you received a good education? In what ways?
• In which campus activities did you participate? What did you learn from them?
• Which classes did you like best? Least? Why?
• Do your grades accurately reflect your ability? Why or why not?
• Do you plan to return to school for further education?

Experience
• What job-related skills have you developed?
• What did you learn from your work experiences?
• What did you enjoy most about your last employment? Least?
• Have you ever quit a job? Why?
• Give an example of a situation in which you provided a solution to an employer.
• Give an example of a time in which you worked under deadline pressure.
• What kind of boss do you prefer?

Responding To Common Interview Questions

• **Tell me about yourself.**
  Remember to word your response in a business context. This is not a request to discuss your hometown or your childhood pets. The best way to answer this question is to discuss your skills and personal qualities leading to the ultimate conclusion that you should work for them.

• **What are your strengths?**
  Similar question: “How do you describe yourself?” Describe your strengths relative to the ideal candidate, and in order of importance to the position for which you are applying.

• **What are your weaknesses?**
  This is a bona fide trick question. Your weaknesses must be strengths in disguise. Here is an example: “I am very detail-oriented. Sometimes I will spend hours getting something just right. But as you can see from my recommendations and transcripts, I still manage to get plenty of work completed, too. As
a matter of fact..." Turn it into a positive! Or, site a minor weakness and explain how you are overcoming it.

- **What are your career goals?**
  It is your job as a candidate to know what that typical career path is. Contrary to what some think, excessive ambition is not really impressive to employers. Saying, “I want to be making $250,000 within five years,” is probably going to cause the interviewer to think you are naive or immature or both. Saying, “I want to be employed in a manufacturing environment and working part-time toward my Master’s Degree,” is probably a lot smarter.

Questions You Can Ask During an Interview
Go to the interview prepared with some of the following questions:

**The Job**
- Can you tell me what a typical day is like for someone in this position?
- Will this position be assisting one of your staff or working on a special project?
- Will I move around during my co-op assignment to work in different positions or departments?
- What type of training is given to a new employee – on the job, classroom, and individual?
- Are employees ever transferred to other geographical locations or other fields?
- Who will be my manager and how much contact will I have with him/her?
- Is any travel expected?
- Why is this position open? (Fired, resigned, new…) Tell me more about this?
- What are the best aspects of this job? And the worst?

**The Company**
- What are your most important product lines? (Be sure you have done your homework before you ask this question – do not ask the obvious)
- What positive changes have you seen company wide and what do you see for the future?
- What type of turnover do you see company wide?
- What is the company culture?
- Do you have co-op students working for you?
- How long have you employed students?
- Do you re-hire your co-op students for subsequent co-op work periods?
- What other jobs have you held within the company?
- What do you like most about the company and your job?

**The Geographic Area**
- What is the housing market like in this area?
- What are the best features about the city/area? The worst?
- Is public transportation adequate?

*For more information about interviewing see the “Day of the Interview” handout.*
Day Of The Interview

Dressing for an Interview
It is as important to consider what you will wear and how you will look during the interview, as it is to
prepare for the interview questions. Find out the typical work attire for the company you are interviewing
with and wear one step more formal. When in doubt, wear a suit.

See the “Dress for Success” handout for more information on interviewing attire.

Material to Bring to an Interview
As appropriate, you should have copies of the following with you at every interview: resume, transcript,
references, portfolio, work sample, and performance evaluations from previous employers (if you have
them). Make sure you can leave the copies with the interviewer because they will not have time to read
them during the interview. Also bring a notepad and pen.

The Interview — A Few Rules to Consider
• Address the interviewer as Mr. ___ or Ms. ___, unless he/she says otherwise
• Write down the interviewer’s name and ask for a business card
• Know the exact time and place of, and parking for, the interview and arrive 10-15 minutes early
• Do not smoke or chew gum
• ke frequent eye contact, but do not stare down your interviewer
• Sit still in your seat and be on guard for nervous mannerisms
• Be concise – it is okay to pause and think before speaking
• Use specific examples that describe your strengths and assets.
• Say “yes” instead of “yeah”, and avoid expressions such as “you know”
• Never contradict, interrupt, or argue with your interviewer
• Be alert, act interested, and focus on the positive
• Never say anything bad about a former employer or professor
• If you want the job, make it clear to the employer
• Answer the question that was asked. If necessary, ask for clarification
• Do not lie about any aspects of your education or experience
• Ask your own questions to evaluate the job and company
• Avoid discussions of salary and perks until late in the hiring process
• Always find out what happens next

The Routine of an Interview
Most interviews can be divided into four major sections: the introduction, the employer sell, the candidate
sell, and the closing.

During the “introduction” the employer will use the first few minutes of the interview, to create a
comfortable, friendly environment so that a meaningful conversation can follow. A mutual topic of
discussion such as the weather, sports, or a major news story, etc., will normally be pursued.

The "employer sell" will cover organizational structure, products or services, geographical location(s),
specifics on the position under consideration, salary (usually not discussed during an initial interview),
benefits, etc.

The "candidate sell" is the time spent answering questions about your goals and qualifications and
demonstrating your communication skills.

During the "closing", both parties should indicate their level of interest in the other and understand what the
next steps to be taken will be.
After the Interview
Even though the interview is over, your work is far from complete…
It is advisable to send a thank you letter to the person(s) who interviewed you *within twenty-four hours* after the interview. It reinforces your interest in the position and can serve as an additional opportunity to separate you from the other candidates by recalling a notable topic or attribute discussed in your interview.

Most employers will tell you when you can expect to hear from them. If you do not hear by that date, it is appropriate for you to call them. If the employer requests additional materials, such as an application, transcript or references, send them as soon as possible.

If an employer indicated an interest in pursuing things further with you, but you are no longer interested in the opportunity, inform him/her of that fact as soon as possible.

Contact Log
It is important to maintain current records of all your job search activities. Record all contact and address information for each organization to which you apply, updating the log with each follow-up call or letter, interview, etc. Accurate records can help to remind you about the current status of each job opportunity, as well as when a follow-up should be done.

Review the Interview
After each interview mentally review the questions asked by the interviewer and your responses to them. Were you caught “off-guard” by any questions? Could you have answered a question better, in more detail, or in a more focused manner? Quiz yourself after each interview and take notes. This will enhance future interview efforts.

Interview Ethics
- Interview only when sincerely interested in a position with the employer
- Provide accurate information on your qualifications and interests. Never falsify data such as GPA, academic major, coursework completed or extracurricular activities on a resume or in an interview
- Notify the Cooperative Education and Career Services Office, at least 24 hours in advance, if you cannot make an on-campus interview or employer presentation. Either call the Cooperative Education and Career Services Office at (585) 475-2301 during business hours or leave a message on the answering machine
- Acknowledge invitations for on-site interviews promptly, whether you accept or reject them
- Notify employers well in advance if you must postpone or cancel an on-site interview

How Candidates Are Evaluated
When asked what they look for in potential employees, many employers respond by mentioning all or most of the following traits:
1. Ability to communicate effectively, both orally and in writing
2. Sense of responsibility for carrying out assignments
3. Ability to follow directions
4. Ability and willingness to work with others
5. Interest in continuing to learn through both formal programs and informal opportunities
6. Ability to deal with change
7. Comprehension of the technology of the specific field
8. Problem solving ability

Employers will use interviews and any application materials you submit to take a hard look at what you have done with your life to date; how you present yourself now; and your goals or the direction your career seems to be headed. You will then be evaluated against the criteria established for the job and the other candidates under consideration.

*See the Interview Preparation handout for more information on interviewing.*
Dressing For An Interview

What you wear to an interview is as important as what you say in the interview. Keep in mind, you only get 5-27 seconds to make a first impression. Amazing assumptions are made about your ability, professionalism, potential success and personality based solely on what you have on during the interview. This is why it is so important to dress as you wish to be perceived: professional, confident, and competent.

Interview Dress Tips

- When in doubt about the company culture, err on the side of conservatism and wear a suit
- An interviewer should remember what you said, not what you wore. Do not wear anything that will distract attention from what you have to say.
- Good personal grooming is equally vital, make sure hair and nails are well groomed
- Dress in a higher style than the position calls for
- Stay with neutral colors
- Buy high quality, long lasting fabrics
- Cover tattoos, remove facial and body piercings other than your ears
- Avoid wearing too much cologne or perfume
- Limit the amount of jewelry you wear
- Wear clothes that fit you properly
- Carry a nice briefcase or portfolio

Tips for Men

- Wear a classic suit or dress pants and jacket with conservative shirt and tie
- Shoes should be clean and polished dress shoes - no sneakers
- Groom facial hair
- Get a hair cut
- Remove earrings
- Wear dark socks that cover your calves

Tips for Women

- Select a “classically” tailored skirt or pant suit, avoid trendy clothes
- Avoid very short skirts, low cut necklines, flimsy fabrics, or tight fitting clothes
- Always wear hose with your suit
- Wear conservative dress shoes, avoid ultra high heals
- Use neutral colored make up & nail polish – less is more
- Avoid nails that are too long and wild or unusual hairstyles and colors

Dressing For Your Career

Just because the interview is over does not mean you stop thinking about what to wear. The impression people have of you by what you wear can make or break your professional reputation. Recognize that you will be judged by the way you dress. Your own definition of dressing should be based on the way you want to be perceived by others and your interest in growing within the organization. A tailored look will get you ahead; wear clothes that give you “presence” and project authority. Take the time to think about your attire in the “larger” scheme of things – who you are, where you want to go, and put it together.

Career Dress Tips

- Tailored clothes add clout, even if business casual
- Dress according to your organization’s “culture”, observe others at the top and dress “one-notch-up” from the position you have
- Every organization has a dress culture, even if it is an unwritten one
- Power colors are black, gray, and navy. Fashion fades, style is eternal, avoid the trendy!
• Maintain your clothes, shoes and briefcase
• Good personal grooming is vital. Your face is the first thing people notice about you; your hands are the second. Hair should be neat, not distracting, do not overdo cologne or perfume, and make sure nails are well groomed
• If your industry is creative, you may have more flexibility than someone in a conservative industry

Tips for Women
• Avoid hemlines that are very short and distracting, low cut necklines, flimsy fabrics, seductive outfits and tightly fitting clothes.
• Accessories should enhance and add presence to your outfit, not distract — limit the amount of jewelry you wear.
• Choose a garment that is flattering to your body shape
• Wear a blazer/suit jacket to meetings when the men present are dressed in suits or sport coats
• If you carry a purse, keep it small and simple. Purse color should coordinate with your shoes. You may choose to carry a small briefcase or business-like tote bag in place of a purse.
• Wear hosiery that is the same or lighter than the skirt or pants being worn
• Makeup should be light and natural looking, nail color, if worn, should be conservative.

Tips for Men
• Wear an undershirt under your dress shirt
• Wear a tie that falls on the belt buckle rather than above or below
• Button a sport coat or suit jacket when standing
• Wear dark socks that cover your calves
• Only grow a goatee or beard if you have seen top management with facial hair
• Wear shined dress shoes or conservative casual shoes — no sneakers.

Business Casual
There are numerous opinions regarding what type of clothing falls within the category of business casual. Some companies consider khaki pants and short-sleeved polo shirts as business casual. Other organizations require slacks or skirts and long-sleeved shirts when they refer to business casual. As always, when in doubt, dress conservatively and lean more toward the business side rather the casual side.

Business Casual Tips
• Business casual attire is not “casual” clothes. Business casual is crisp and neat, and should look appropriate even for a chance meeting with a CEO.
• Do not become known for your cutting edge look, but for your good judgment in a business environment. Khaki pants, neatly pressed, and a pressed long-sleeved, buttoned solid shirt are safe for both men and women.
• Tennis shoes, jeans, sweatshirts, short skirts, t-shirts and untucked shirts are never considered business-casual attire, they are casual. Do not confuse casual clothes with “grunge”.
• Business casual does not apply to grooming standards. Your appearance should remain neat and respectable.

Tips for Men
• Ties are generally not necessary
• Business or sport jacket is appropriate
• Stylish, solid colored pants
• Long-sleeved solid or striped dark shirt. Polo shirts (tucked in, of course) are acceptable in more casual situations
• Dark socks mid-calf length so no skin is visible when you sit down.
• Matching belt and shoes
• Leather shoes should be worn — no sandals, athletic shoes or hiking boots
• For conservative industries, do not wear earrings. Observe other men in your industry to see what is acceptable
Tips for Women

- Do not confuse club attire with business attire. If you would wear it to a dance club, you probably should not wear it in a business environment.
- Casual pants or skirts and neither should be tight. Fabrics should be crisp; colors should generally be solid; navy, black, gray, brown and khaki are always safe bets. For the most business-like appearance, pants should be creased and tailored.
- Skirt should come at least to your knees while you are standing. While you are seated, your thighs should be covered.
- Conservative blouse or tailored knit sweaters and sweater sets are appropriate business casual choices for women. Velvets and shimmery fabrics suitable for parties are not appropriate. Fit should not be tight. Cleavage is not appropriate for business occasions.
- Shoes should have flat or low heels. Thin straps and high heels are not appropriate. For the most conservative look, toes should be covered. Sandals which are neither extremely dressy nor extremely casual might be appropriate.
- Hosiery is not essential for business casual, but is recommended if your skirt is knee length.
- Belt, scarf, and accessories should remain understated.
Evaluating Job Offers & Salary Negotiation

Congratulations! After a long job search you have a job offer and are waiting to hear from other employers. Evaluating the job offer to make sure that it is the right one for you requires as much effort as writing a resume or preparing for an interview. Being prepared to discuss salary is also an important part of the process. Remember that the Office of Cooperative Education and Career Services is available to help!

Evaluating Job Offers

Carefully weigh all the important factors listed below in considering the offer and do not hesitate to discuss any questions or concerns you may have with your program coordinator:

• Job content or nature of the work
• Your future boss
• Salary and benefits
• Co-workers and corporate culture
• Typical work week
• Location

You should promptly acknowledge receipt of all job offers and promptly inform the employer of your plans, which are outlined below.

Job Offer Options

• **Stall** – Not Ready to Make a Decision: Express appreciation for the offer. Tell them that because this is an important decision you would like some time to carefully think about it. Agree on a reasonable time frame to get back to the company. You should not need to accept any offer on the spot. If you are waiting to hear back from other companies with whom you have interviewed, contact those companies and find out when they will be making a decision, informing candidates, and, if you can, find out whether you are being considered for the position.

• **Accept** – You Really Want This Job: Show your appreciation for the offer. Ask the employer to confirm the offer in writing. Do not interview for any other positions. Reject all other offers immediately by telephone or e-mail. Report your job to the Office of Cooperative Education and Career Services.

• **Reject** – Thanks, But No Thanks: Express appreciation for the offer. Say something positive about the organization and be diplomatic. Let them know that the position is not a good fit at this time.

Ethics of Accepting or Rejecting an Offer

Once you accept a job offer, even verbally, you must not back out, or renege on the job, to work for another employer. If you have any questions/concerns about this, discuss them with your program coordinator before taking action!

Good employer relations are vital to RIT’s relationship with employers, and you, the student, are a critical link in this relationship. In addition, reneging on an offer could damage your chances of future employment with that company. Therefore, consider carefully before accepting a position.

• Discuss offers thoroughly with employers so you understand the terms and reach a mutually acceptable date to respond to their offer.
• Request extensions from employers if you need more time to consider other offers. Do not ignore deadline dates you have agreed upon.
• Notify employers that you are accepting or rejecting an offer as soon as you make your decision — never later than the arranged date.
• Once you accept a job offer, immediately inform other employers who have offers pending. Honor your acceptance of an offer as a contractual agreement with the employer.
• Cancel any other scheduled interviews or on-site visits.
Salary Negotiation

Preparation and Research
Many factors determine salary offers; the type of work you perform (based on your skills, education, and experience level), the industry, company size and the geographical area. Keep in mind that there is more room for negotiation when discussing full-time offers versus co-op or short-term employment.

Start by learning what the typical salary range is for the job and what your skills are worth. Salary range information is available from a variety of sources including trade magazines, the Bureau of Labor Statistics, and the Internet. The Office of Cooperative Education and Career Services Web site has salary information, for specific programs, collected from both co-op and graduating students.

Next, determine your salary requirement. Work out a monthly budget incorporating all of your real and anticipated expenses, savings, "fun" money, and a cushion for emergencies. Remember that taxes come off the top of each paycheck, approximately 28% of your gross income.

Salary Discussions
Early in the process the employer may try to find out if the company can afford you. You can choose to do one of the following:
• Ignore the request, which is obviously risky.
• Inquire if there is a set salary range for the position.
• Acknowledge the request and say that you are open and flexible about starting salary, but that you expect to receive competitive compensation.
• Provide your salary requirements, but only after you have done your research. You should provide the employer with a broad range and make sure you are comfortable with the bottom range figure!

Generally, you should wait for the employer to bring up the salary issue. Ideally, this happens near the end of the interview process when you know more about the position. However, if the employer does not mention salary, and you are at the point of seriously considering a position with the company, it is appropriate for you to bring up the salary issue.

Factors beyond Salary
Keep in mind the benefits the company is offering, as well as other perks such as: 401K, relocation expenses, company car, bonus, vacation, holidays, life and medical insurance, tuition assistance, and stock purchase or savings plan. These benefits can add as much as 30-40% to your actual salary.

Sample Negotiation Scripts
Avoid being confrontational; be reasonable in your approach. Reiterate that you are very interested in working for the employer and you want to find a way to work this out.

“At the present time my salary requirements are negotiable within the range of high thirties to low forties.”
“Given the responsibilities of this job, I would expect this position to pay in the range of __ to __.”
“Thank you for the offer. I am very excited about working for you because ABC Company is my first choice. However, knowing the going rate is ______, I was really looking for something in the range of ____ to _____. Is there any possibility of that?”

Reference: Thomas J. Denham, Evaluating Job Offers and Negotiating Salary, Jobweb.com
Information For International Students

The following is an overview of practical issues related to employment in the U.S., as well as tips to help you in your job search. International students may encounter more difficulty in securing co-op or full-time jobs than do full-time residents or U.S. citizens. Many employers use co-op as a means of recruiting for full-time positions, and sometimes do not wish to give a co-op position to a student who will not be able to work at the company on a long term basis. All jobs with the Federal Government require citizenship. Also, companies who have contracts with the government may also require U.S. citizenship (in some cases, they will allow permanent residents) for their positions.

In order to acquire practical training in the U.S., it is not enough to be equal to your American competitor. Rather, your qualifications must be superior to your competition. You should put extra effort into writing a resume and cover letter that highlight your appropriate skills and experience. Countries have different, acceptable styles of resume writing and interviewing. See your program coordinator in the RIT Office of Cooperative Education and Career Services early for assistance, preferably two quarters before you intend to co-op or graduate.

Social Security Card
In order to work in the United States, you must have a Social Security Number and Card. Applications are available at the Social Security Office, 100 State Street (downtown), Rochester, New York. Take your passport, I-94 and I-20 or DS-2019, and a letter from an international student advisor with you. The process takes from two to six weeks to complete. (The ISS office has application forms.)

Immigration Issues
All international students MUST have written authorization from either their international student advisor or from the Immigration Service BEFORE beginning to work off-campus. Students who start work without authorization lose their student status and are unable to apply for reinstatement of status from within the United States!

Practical Training
According to the regulations of the U.S. Immigration Service for students with F-1 status, all work-related educational experience falls into either curricular practical training or optional practical training.

Curricular Practical Training
Practical training is in your field of study and is an integral part of an established curriculum. This may be mandatory or optional cooperative education, internship or practicum. To be eligible for curricular practical training, you must have been enrolled as a full time student for at least 9 months in the US, and the work experience must be in your field of study as part of your established curriculum.

As soon as an offer of employment is accepted, but at least one week before employment begins, you must:

1. Register for co-op through your academic department and also through the Co-op Office using RIT Job Zone.

2. Make an appointment to see your international student advisor to obtain work authorization. Bring your I-20 and offer of employment to the appointment.

You may be authorized for whatever amount of curricular practical training your degree requires; however, you will be ineligible for optional practical training at the end of your studies if you have been authorized for more than 364 days of curricular practical training.
Optional Practical Training (OPT)
Practical training is in the field of study and can occur during the student’s annual vacation; part-time during the academic year; after completion of all course work but before completion of a thesis or project for graduate students; or upon completion of a degree. You must obtain employment in your field of study, have F-1 status, and have completed at least one academic year of full-time study to be eligible. Twelve months of optional practical training is allowed for F-1 students after each degree level (Bachelors, Masters, PhD).

1. See your international student advisor to obtain necessary forms and complete the necessary recommendation, or download them from www.rit.edu/internationalservices.

2. Apply, in writing, through RIT’s International Student Services to the U.S. Immigration Service, for the specific time of employment. The fee is $175. Photographs necessary for the application can be obtained locally for about $15. The processing time can take up to two or three months for the card to be issued. It is important to apply well in advance of the time that you will need the card as you cannot begin employment until you actually have the card. You must apply before your I-20 expires.

Part-time optional practical training (OPT) is available prior to completion of studies as well.

If you wish to apply for optional practical training (OPT) to begin upon completion of your degree, you may apply up to 90 days before you complete all of the requirements for your degree (excluding thesis).

Other Training
For students with J-1 Visas: Regulations for off campus employment differ from those for students with F-1 Visas. Please see one of the international student advisors to obtain information on authorization for co-op or work authorizations after graduation.

Students on J-1 Visas must have written authorization to work off campus.

Work after Graduation
If, after graduation, you plan to reside in the U.S. on either a temporary or permanent basis, you will want to obtain a temporary working permit (H-1B). Immigration law refers to H-1B workers in "specialty occupations." Specialty occupations include most jobs for which a bachelor's degree in a specific field is a prerequisite for employment. In order to obtain H-1B status, you must first have an offer of employment. There are then specific steps, which the employer must take. You may be in H-1B status for up to six years.

For More Information
For further information regarding the Immigration Service’s policies on employment, federal and state taxes, obtaining a social security number, and special co-op employment needs of international students, consult with RIT’s International Student Services (email: intl2000@rit.edu), by phone at 475-6943 or on the mezzanine level of the Student Alumni Union. Their web site is: www.rit.edu/internationalservices.

Work with your program coordinator in the Office of Cooperative Education and Career Services to develop your job search strategies and strengthen your knowledge of the job search process in the U.S. (See Job Search Strategies handout for more information)
Major-Specific Information
COVER LETTER GUIDELINES

Your Address
City, State Zip Code
Phone Number

Date

Ms. Potential Employer
Manager, The Department
Company Name
Address
City, State Zip Code

Dear Ms. Employer:

The first paragraph tells who you are and why you are writing (without saying, “My name is … and I want a job.”) Suggest the kind of activity you would like to be involved in (for co-op or full-time). Give a bit of background on yourself and why you are pursuing a position in this field or discuss briefly what you are currently doing. If you were referred to this person by another, state that “I am writing at the suggestion of …”

The next paragraph is your ‘SELL’ paragraph. This is your time to outline for the employer what you can do for THEM. Do not give a blow-by-blow account of your resume. Instead, highlight the experiences/skills/abilities that are the most relevant to THIS employer. Don’t just state a skill, i.e., “I am able to handle multiple tasks.” Instead PROVE that you have the skill, i.e., “I developed the ability to handle multiple tasks by juggling a full course load, a part time job and serving as treasurer for the sophomore class.” Draw from your academic experiences, your jobs, activities – wherever your strengths lie. This paragraph is your chance to describe to the employer exactly why YOU are the person for the job.

Two short paragraphs are better than one long one and have a better chance of being read. Always try to focus on your accomplishments and how your skills can assist the employer. Focus on their needs, not yours.

Finally, sign off. Indicate how interested you would be in meeting in person to talk more about the possibility of working with them. Be sure to state that YOU WILL CALL THEM to see when such a meeting might be arranged. Do not worry about sounding too aggressive – this is the protocol employers expect you to follow. Remember, if you do not follow up, someone else will.

Sincerely,

Signature

Your Name
1234 Lomb Drive
Rochester, New York 14623
(585) 475-2301

September 5, 20xx

Mr. John F. Wannabeyou
Human Resources Director
High Tech Wonderworld Inc.
125 Happy Valley Road
Rochester, New York 14623

Dear Mr. Wannabeyou:

The website development co-op position listed through the RIT Office of Cooperative Education and Career Services is very interesting to me. My educational experience, knowledge of the World Wide Web and Internet, and my ability to work well in a team setting make me a strong candidate for this opening. In addition, my knowledge of High Tech Wonderworld Inc. is based on personal research and my interest in the field of gadget development.

This position will allow me to demonstrate the skills I have developed through my technical coursework at RIT. As a Bachelor of Science undergraduate in Information Technology, I have developed a strong foundation of knowledge in hardware, software and sensitivity to users of the computing systems of an organization. My specific interest in website development, HTML, Java and databases will lend itself well in assisting your Web Developers in expanding your website’s capabilities and structure to become more interactive with your company’s customers.

My ability to develop a website from inception to completion is demonstrated throughout my coursework and projects at RIT. In two of my classes, I developed websites for a variety of very diverse user groups. I invite you to take a look at my on-line portfolio at http://www.myonlineportfolio.com which will give you some real examples of my work and my level of skills.

I welcome the opportunity to expand in further detail on the skills and abilities I could bring to High Tech Wonderworld Inc. I will contact you within the next week to see if a personal meeting can be arranged. If you prefer, you may reach me at home at (585) 475-2301 or by email at MIN1234@rit.edu. My resume is enclosed for your consideration. Thank you for your time and I look forward to talking with you.

Sincerely,

Mary I. Noitall

Mary I. Noitall
Enclosure
4588 Colony Manor Drive
Rochester, NY 14623
July 19, 200x

Mr. Great Employer
Director of Information Technology
Really Cool Company
Industrial Park
Rochester, NY 14623

Dear Mr. Employer:

I learned of your corporation from RIT’s Office of Cooperative Education & Career Services and
would like to inquire about cooperative education employment opportunities within your
company for the summer. My educational experience at RIT, knowledge of technical details,
ability to contribute to a team and leadership skills make me a strong candidate for a co-op
position. In addition, my knowledge of the IT department in your company is based upon
personal research and my interest in networking.

A co-op position will allow me an opportunity to demonstrate the skills I have developed through
my technical coursework at RIT. As a Bachelor of Science undergraduate in Information
Technology, with a concentration in networking and security, I have developed a strong
understanding of applications in hardware, software and foundations of the technology world.
My specific interests in Java, networking and math will provide useful skills for expanding the
capabilities, structure and stability of your network to become faster and more reliable for your
personnel.

My networking abilities are demonstrated through my coursework and projects at RIT. I have
experience working with software installations, hardware implementations, repairs and
maintenance. All of my lab projects were done with a partner or in a group setting, which
expanded my teamwork and leadership qualities. In addition, through my summer position as an
Orientation Assistant I have learned many supervisory and leadership skills that could be
advantageous to your company.

I would appreciate the opportunity to go into further detail regarding my skills, and will contact
you within the next week to see if a personal meeting can be arranged. If you prefer, you may
contact me on my cell phone at 585-555-1125 or by email at nnn0025@rit.edu. Thank you for
your time and consideration and I look forward to talking with you.

Sincerely,

Nancy Noname

Additional correspondence examples are available on our website.
www.rit.edu/co-op/careers
GCCIS Resume Template

NAME
E-Mail Address (best to use your @rit.edu address)

Street Address, City, State, Zip Code (include both home and school)
Phone Number (one you can be reached at or can leave a message)

OBJECTIVE: A brief description of what you want (co-op position), in what field, and include your availability (months and year).

EDUCATION: List colleges attended, most recent first (RIT) (no high school)
Name of College	City, State
Degree, Major	Expected Grad Date
Concentration/Minor/Option (if any)
GPA (overall and/or PFOS)
Can include scholarships, awards, honors

Previous Colleges (same format as above)

RELEVANT COURSES: (optional) List your upper level and most relevant courses (use columns or commas)

SKILLS: List your technical and computer skills; separate into categories (hardware, software, programming languages, equipment/tool experience, etc); can also include certifications, foreign languages, etc. (It is also acceptable to list skills before relevant courses.)

PROJECTS: Summarize team or individual projects completed in your field, related to classes, labs, or personal work; use action words and skills utilized, explain your role
EXPERIENCE: Summarize your work experience (most recent first)

Name of Company     City, State
Position Title       Dates Worked

Describe your responsibilities, duties, accomplishments. Use action verbs and make concise statements. List all (college) jobs – each job gives you transferable skills.

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ACTIVITIES/ AFFILIATIONS: List your activities, student club and professional association memberships, Interests, volunteer activities, etc.

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

REFERENCES: Available upon request. (If you have space, you can include this line. References (2-3 professional references, i.e. professors, supervisors, club advisors) should be on a separate page with name, title, company, address, phone number and e-mail.)

Resume Tips & Reminders:
• Should be on one page
• No “I” statements (narrative)
• No personal information (sex, age, photo)
• Spelling & grammar perfect
• Don’t overcrowd – make it easy to read
• Have your resume critiqued by Co-op Office
SAM STUDENT
Sas9175@rit.edu

School Address
197C Perkins Rd
Rochester, NY 14623

Permanent Address
4383 South St.
Amherst, NY 13284

OBJECTIVE: To obtain a cooperative education position in the design, development, and testing of computing systems and software products. Available Nov – March XX.

EDUCATION: Rochester Institute of Technology
Rochester, NY
Bachelor of Science in Computer Science
Expected May 20XX
GPA: 3.3 (PFOS 3.6)


SKILLS: Programming Languages: C++, C, Java, Perl, Lisp, Pascal, HTML, Asm, SQL
Operating Systems: UNIX/Linux, Windows XP/ME/2000, Solaris 8
Development Software: MS Visual C++, Rational Rose (UML Diagramming), Gnu Emacs Programmer’s Text Editor, Microsoft Visio
Software: Microsoft Word, Excel, PowerPoint
Techniques: TCP/IP, UDP, DHCP, COM, Open GL, DirectX, Win32 API, MFC
Other: Ability to handle many responsibilities; desire to learn Work effectively and efficiently with co-workers Excellent oral and written communication skills

PROJECTS:
• Team Leader for a Java-based Bowling Simulator project including fully synchronized and persistent database; held meetings, designed a working product which met customer needs.
• Using Java, designed and implemented a graphical based, multi-threaded simulator for a heating system in a dynamic world.
• Created a genetic algorithm in C++ to find the optimal arbitrary number of arbitrary size of boxes to fit into a room.

EXPERIENCE:
Rochester Institute of Technology
Cook/Server, Student Alumni Union Cafeteria
Rochester, NY
9/XX – Present
• Prepare and serve food to customer specifications
• Maintain a clean work area

Old Navy
Sales Associate
Rochester, NY
5/XX – 12/XX
• Conducted sales duties: handling currency, forms, and customer service
• Resolved sales issues concerning both in-person and phone requests
• Provide assistance and advice to customers

HONORS/ACTIVITIES:
• RIT Presidential and EMC2 Scholarship recipient
• Treasurer of Computer Science House
• Member of Leadership Education and Development (LEAD)
• Interests include computer gaming, rock climbing, and travel

Additional resume examples are available on our website.
www.rit.edu/co-op/careers
OBJECTIVE
To obtain a co-op or full-time position in the field of Information Technology, utilizing teamwork, leadership and technical skills. Interest areas include application development and web-page design. Available July 20XX.

PROFILE
- Experienced with up-to-date IT skills and tools
- Quick learner with good analytical and problem solving skills
- Exceptional interpersonal, oral and written communication skills
- Hard working and enthusiastic

EDUCATION
RIT, Rochester, NY expected May 20XX
Master of Science in Information Technology GPA: 3.7/4.0
Concentrations: Web Application Development, Interactive Multimedia Development, Technology Management

Syracuse University, Syracuse, NY May 20XX
Bachelor of Science in Information Technology GPA: 3.6/4.0

COURSES
Web Application Development: Programming for WWW, Website Design and Technology
Database: DB Client and Server Connectivity, DBMS Architecture and Implementation, Java Programming
Core: Current Themes in IT

SKILLS
Languages: C, C++, C#, VB 6.0, VB.NET, Java, JavaScript, HTML, SQL, PL/SQL, UML, ASP, PHP
Applications: Dreamweaver, Photoshop, Fireworks, Director, Flash, Rational RobotJ, Rational Rose, Rational Unified Process, MS Office, SnagIt, Visual Studio
Databases: Oracle 8i/9i, MySql, MS Access
Operating Systems: UNIX/Linux, Windows XP/NT/2000/9x, DOS

PROJECTS
- Designed and implemented a business application, using object oriented techniques. (UML, Java SDK 1.4.2)
- Created, designed and developed project in Java, using swing, net and thread.
- Developed a site on a UNIX server using HTML, CSS, JavaScript, Server Side Includes and Server Side Authentication.
- Designed an efficient database using Oracle.
• Executed the design and implementation of a Student Information System application using object oriented techniques in Java.
• Lead developer of a centralized payroll management system written in Java.

WORK EXPERIENCE

Graduate Assistant
IT Department, RIT, Rochester, NY  March 20XX - present
• Assist professor with research and in-class lectures.
• Tutor approximately 30 students per class in Java Programming.

Assistant
Food Services, RIT, Rochester, NY  Feb. 20XX – present
• Prepare and serve food.
• Maintain a clean work area and stock area.
• Efficiently operate cash register.

Project Assistant
IT Department, RIT, Rochester, NY  Dec. 20XX - Feb. 20XX
• Redesigned and developed labs for database course written in procedural VB into object-oriented C#.

Web Developer, Co-op
ABC Company, Rochester, NY  May 20XX – Sept. 20XX
• Programmed in HTML, CGI-PERL.
• Made recommendations, installed and configured PC-based application software.

HONORS/ ACTIVITIES

RIT IT Department Graduate Assistantship  20XX-present
RIT Graduate Scholarship  20XX-20XX
Member, Association for Women in Computing  20XX-present
Member, IEEE (RIT student chapter)  20XX-present
Representative of IT Students Forum  20XX

Additional resume examples are available on our website.
www.rit.edu/co-op/careers
WEBSITES: General Job Search

America's Job Bank: http://www.jobsearch.org/
Ask The Headhunter: http://www.asktheheadhunter.com/
Best Jobs USA: http://bestjobsusa.com/
Brassring: http://www.brassring.com/
Campus Career Center: http://www.campuscareercenter.com/
Campus Monster: http://campus.monster.com/
Career Shop: http://www.careershop.com/
College Grad: http://www.collegegrad.com/
College Grad Job Hunter Newsletter:
   http://www.collegegrad.com/newsletter/
Communications Arts: Career:
   http://www.commarts.com/career/index.html
Direct Employers: http://www.directemployers.com
Excite Careers: http://careers.excite.com/
Excite Computers & the Internet:
   http://www.excite.com/computers_and_internet/
Hoovers Online: http://hoovweb.hoovers.com/
Hot Jobs: http://www.hotjobs.com/
Internships4You: http://www.internshipsforyou.org/
JobFactory Directory of Recruiters:
   http://www.jobfactory.com/recruit.htm
JOBEXPO: http://www.jobexpo.com/
Jobtrak Job Search Guides: http://www.jobtrak.com/
The Monster Board: http://www.monster.com
Research Companies-Monster.com: http://company.monster.com/
The Riley Guide: http://www.rileyguide.com
Greater Rochester Area Metro Chamber: http://www.rnychamber.com/
RIT Student Employment Office: http://www.rit.edu/~967www
Yahoo: http://dir.yahoo.com/Business_and_Economy/Employment_and_Work/
Vault: http://www.vault.com/
Wallace Library: http://wally.isc.rit.edu/internet/jobs.html
Women for Hire: http://www.womenforhire.com/
Yahoo's Corporate Directories:
   http://dir.yahoo.com/business_and_economy/
WEBSITES: Computer Science & IT Related:

ACM Career Listings: http://www.acm.org/member_services/career/
Association for Women in Computing-Upstate Chapter:
  http://www.awc-uni.org/
Computer Jobs: http://www.computerjobs.com/
Computer Databases: RIT Wallace Library: http://wally.rit.edu/booksandmore/golisano.html#databases
Computer Work: http://www.computerwork.com/
Computer World: http://www.computerworld.com/
cnet: http://www.cnet.com
Dice.com: http://www.dice.com/
Diversity Careers: http://www.diversitycareers.com/
Fast Company Career Center: http://www.fastcompany.com/career/
FlipDog: http://www.flipdog.com/
Gamasutra: http://www.gamasutra.com/
Guru: http://www.guru.com/
Harry's Job Search BBS & Internet Hot List:
  http://jobinfo.freeyellow.com/./index.html
Human and Computer Interaction Resource Network:
  http://www.hcirn.com/
IEEE Careers in Computing:
  http://www.computer.org/education/careers.htm
Information Professional's Career Page:
  http://www.brint.com/jobs.htm
Information Technology Association of America:
  http://www.ita.org/
Information Week: http://www.informationweek.com/career2/
Information Week: IT Salary Advisor: http://www.informationweek.com/benchmark/advisor
InfoWorld: http://www.infoworld.com/careers/
Internet Week Career Search:
  http://www.internetwk.com/bestjobs/career.htm
Internet World Daily: http://www.iw.com
The List of Web Designers:
  http://webdesign.thelist.com/
NationJob: http://www.nationsjobs.com/
NationJob Computers & IT Jobs: http://www.nationjob.com/computers
New York New Media Association: http://www.jobsnetwork.nynma.org/
Matrix Resources: http://www.matrixresources.com/
Programmers Jobs: http://www.PRGjobs.com/
Top Rochester, NY Sites:
  http://www.roch.com/sites/Employment/
The Standard: http://www.thestandard.com/
Technies.com: http://www.techies.com/
University of Washington IT Careers: http://www.washington.edu/students/it/careers.htm
U.S. Department of Justice IT Careers: http://www.usdoj.gov/06employment/06_5.html
COMPUTER-RELATED PROFESSIONAL ASSOCIATIONS - National

Acacia North America User Group: www.anaug.org
American Association for Artificial Intelligence: www.aaai.org
American Electronics Association: www.aeanet.org
American Society for Information Science: www.asis.org
ARMA International: www.arma.org
ASCnet: www.ascnet.org
Association of Independent Information Professionals: www.aiip.org
Association of Information Technology Professionals: www.aitp.org
Association of Service and Computer Dealers International: www.ascdi.com
Association for Computing Machinery: www.acm.org
Association for Information and Image Management International: www.aiim.org
Association for Women in Computing Rochester Chapter: www.awc-uny.org
Asymmetric Digital Subscriber Line Forum: www.dslforum.org
Business Forms Management Association Incorporated: www.bfma.org
Business Software Alliance: www.bsa.org
Business Technology Association: www.bta.org
Caucus – Association of High Tech Procurement Professionals: www.causnet.com
Computer and Communications Industry Association: www.ccianet.org
Computer Law Association Incorporated: www.cla.org
Computing Research Association: www.cra.org
Computing Technology Industry Association: www.comptia.org
Digital Eve: www.digitaleve.org
Digital Printing & Imaging Association: www.dpia.org
Electronic Frontier Foundation: www.eff.org
Entertainment Software Association: www.theesa.com
IEEE Computer Society: www.computer.org
Independent Computer Consultants Association: www.icca.org
Infinium User Net: www.infiniumusernet.org
Information Management Forum: www.infomgmtforum.com
Information Systems Security Association: www.issa.org
Information Systems Audit and Control Association: www.isaca.org
Information Technology Association of America: www.itaa.org
Information Technology Industry Council: www.itic.org
International Association for Document Technology: www.ibfi.org
International Disk Drive Equipment & Materials Association: www.idema.org
International Function Point Users Group: www.ifpug.org
International Nortel Networks Meridian Users Group: www.innmug.org
International Oracle Uses Group of America: www.ioug.org
International Reprographic Association: www.irga.com
International Society for Technology in Education: www.iste.org
International Tandem Users Group: www.itug.org
International Webmasters Association: www.iwanet.org
Internet Society: www.isoc.org
Meeting Expectations/Oracle Applications User Group: www.oaug.org
Microsoft Healthcare Users Group: www.mshug.org
Oracle Applications Users Group: www.oaug.org
Oracle Development Tools User Group: www.odtug.com
Professional Association for SQL Server Cpass: www.sqlpass.org
Recruiters Online Network: www.recruitersonline.com
Software Development Forum: www.sdforum.org
Software Productivity Consortium: www.software.org
Storage Networking Industry Association: www.snia.org
The Association for Work Process Improvement: www.tawpi.org
UniForum: www.uniforum.org
UNITE Incorporated: www.unite.org
United States Internet Council: www.usic.org
Urban & Regional Information Systems Association: www.urisa.org
US Internet Industry Association: www.usiia.org
USENIX Association: www.usenix.org
Women in Technology International: www.witi.com
WSA (Washington State Alliance): www.wsa1.org
Xplor International: www.xplor.org

COMPUTER-RELATED PROFESSIONAL ASSOCIATIONS - Local

High Tech Business Council: www.htbc.org
Digital Rochester: www.digitalrochester.com
Rochester Young Professionals Network: www.rochesteryoungprofessionals.org
National Association of Women Business Owners: www.nawborochester.org
Rochester Women’s Network: www.rwn.org
Rochester Professional Consultants Network: www.rochesterconsultants.org
Rochester Black Business Association: www.rochesterbba.com
E-Business Association: www.ebusinessassociation.org
SCORE: http://ggw.org/score/
Greater Rochester Quality Council: www.grqc.org
Apics Rochester: www.apicsr.org
ASCnet Local Chapter: www.ascnet.org/chapters/region4.asp
Association of Information Technology Professionals Rochester Chapter: www.aitp.org/organization/chapters/chapters_detail.jsp?ID=249
Information Systems Audit and Control Association Western NY Chapter: www.isacawny.org/
International Nortel Networks Meridian Users Group Central NY Chapter: www.cnvinnmug.org/
Project Management Institute Rochester Chapter: www.pmirochester.org/
Women in Technology International Buffalo NY Chapter: www.witi.com/center/regionalchapter/buffalo/
Association for Women in Computing: www.awc-uny.org
ROCHESTER PROFESSIONAL ASSOCIATIONS

High Tech Business Council:  www.htbc.org
Digital Rochester:  www.digitalrochester.com
Rochester Young Professionals Network:  www.rochesteryoungprofessionals.org
National Association of Women Business Owners:  www.nawborochester.org
Rochester Women’s Network:  www.rwn.org
Rochester Professional Consultants Network:  www.rochesterconsultants.org
Rochester Black Business Association:  www.rochesterbba.com
E-Business Association:  www.ebusinessassociation.org
SCORE:  http://ggw.org/score/
Greater Rochester Quality Council:  www.grqc.org
Apics Rochester:  www.apicsr.org
ASCnet Local Chapter:  www.ascnet.org/chapters/region4.asp
Association of Information Technology Professionals Rochester Chapter:  www.aitp.org/organization/chapters/chapters_detail.jsp?ID=249
Information Systems Audit and Control Association Western NY Chapter:  www.isacawny.org/
International Nortel Networks Meridian Users Group Central NY Chapter:  www.cninmug.org/
Project Management Institute Rochester Chapter:  www.pmirochester.org/
Women in Technology International Buffalo NY Chapter:  www.witi.com/center/regionalchapter/buffalo/
Association for Women in Computing:  www.awc-uny.org
COMPUTER SCIENCE – BS
REQUIREMENTS, ELIGIBILITY, REGISTRATION and CO-OP PLACEMENT NOTIFICATION

REQUIREMENTS
All undergraduate students are required to participate in the co-op program. Suspension for any reason makes a student ineligible for co-op until the student is re-admitted to the program. All CS students planning to co-op must attend a CO-OP ORIENTATION and complete a STUDENT CO-OP AGREEMENT FORM.

Four Quarters – FOUR quarters of co-op work are required to meet baccalaureate degree requirements.
The four quarters must appear on your transcript if you are to be certified for graduation at RIT.

Professional Work Experience - The content and quality of the work you perform as a co-op student is that of an entry-level professional. Acceptable co-op jobs involve programming, maintenance, documentation, program conversions, testing, software design, systems analysis, etc. Approval is generally NOT given for jobs involving data entry, operations or for jobs which would be more suitable for IT majors. Please see your Program Coordinator and/or the Coordinator of Undergraduate Programs in the Computer Science Dept. for final approval of job content before accepting an offer, particularly if that offer is generated outside the Co-op Office.

Full-time Work Experience - The job must be full-time (minimum of 35 hrs/ week). A minimum of 10 weeks is required in order to get credit for 1 quarter of co-op. You must negotiate the start date and the expected end date of the co-op with your employer at the beginning of the relationship and must honor the employment terms.

Paid Work Experience - You must receive income from your co-op job. The employer determines your income and any benefits involved. The Co-op Office maintains a “wage report” providing salary data by major as reported by students on co-op for the previous academic year.

Previous Work Experience – You may petition for previous career related work experience to be considered in meeting your co-op graduation requirements. Fill out a “Request for Co-op Credit Based on Previous Experience” form. Forms are available from the CS Student Services office. The petition process includes a letter from your previous employer (on company letterhead) describing the position held, duties performed, employment dates and hours per week. This information is submitted directly to the Computer Science department office. Petition materials are evaluated in terms of co-op requirements and if acceptable, will be reflected on your permanent record.

Timing/Scheduling Co-op - You are responsible for your co-op schedule and academic schedule so that:

- All degree requirements are met
- Your first co-op occurs before accumulating 130 credit hours
- Your last quarter before graduation is ON-CAMPUS at RIT
- You do no more than two co-op blocks in a row before returning to RIT to take more courses, unless you have received prior permission from the CS Undergraduate Program Coordinator
- You do not exceed four quarters of co-op unless you have received prior permission from the CS Undergraduate Program Coordinator

Some other things to keep in mind:

- Most employers prefer a double block commitment
- Historically, fall quarter is when the ratio of jobs to students is the highest – lots of jobs, few students - great time to co-op
- Conversely, summer is the most competitive quarter to co-op
- As you look ahead to graduation, plan to be on-campus the fall or winter before you graduate to take advantage of on-campus interviewing --- fall and winter are the heaviest recruiting quarters for students

ELIGIBILITY
Prerequisites for Co-op Employment Registration:
It is strongly recommended that the first co-op block(s) be begun before you complete 130 credit hours. To register for co-op experience, all students must meet the following requirements:

a. if a transfer student, a minimum of 2 quarters at RIT
b. minimum of 84 credit hours earned toward computer science degree (classified as a 3rd year student)
c. fit into one of the following two categories:
   o have successfully completed a minimum of 24 quarter hours of Computer Science course work that includes (or is equivalent to): Computer Science 1-4, Professional Communications, and Software Engineering, OR
   o have successfully completed a minimum of 28 quarter hours of Computer Science course work that includes (or is equivalent to): Computer Science 1-4

d. you must attend a mandatory co-op orientation session before your initial co-op work quarter

REGISTRATION & CO-OP PLACEMENT NOTIFICATION
Registration - Co-op is an official course; you do not pay tuition or any institute fees while on co-op. You cannot register for co-op on SIS or by phone; you must do so in the CS office, either by stopping by in person or by calling 475-5178. You must also register your co-op with the Co-op and Career Services Office. You can register online at http://www.rit.edu/~964www/student/index.shtml. Log onto Job Zone, click the header “Report Your Co-op Job” and fill out the necessary information on the co-op form.
REQUIREMENTS
All undergraduate students are required to participate in the co-op program. Suspension for any reason makes a student ineligible for co-op until the student is re-admitted to the program. All students planning to co-op must attend a CO-OP ORIENTATION and complete a STUDENT CO-OP AGREEMENT FORM.
Three Quarters – THREE quarters of co-op work are required to meet baccalaureate degree requirements. The three quarters must appear on your transcript if you are to be certified for graduation at RIT.
Professional Work Experience - The content and quality of the work you perform as a co-op student is that of an entry-level professional. Please see your Co-op Program Coordinator for final approval of job content before accepting an offer. If you find a co-op on your own, you must receive approval from your Co-op Program Coordinator before accepting the offer.
Full-time Work Experience - The job must be full-time. A minimum of 35 hours per week is considered full-time. A minimum of 350 hours is required in order to get credit for 1 quarter of co-op. You must negotiate the start date and the expected end date of the co-op with your employer at the beginning of the relationship. Once agreed upon, you must honor the terms of employment.
Paid Work Experience - You must receive income from your co-op job. The employer determines your income and any benefits involved. The Co-op Office maintains a “wage report” providing salary data by major as reported by students on co-op for the previous academic year.
Previous Work Experience - You may petition for previous career related work experience to be considered in meeting your co-op graduation requirements. Fill out a “Request for Co-op Credit Based on Previous Work Experience” form. Forms are available from the IT Student Services office. The petition process includes a letter from your previous employer (on company letterhead) describing the position held, duties performed, employment dates and hours per week. This information is submitted directly to the IT department office. Petition materials are evaluated in terms of co-op requirements and if acceptable, will be reflected on your permanent record.

Some other things to keep in mind:
- Most employers prefer a double block commitment
- Historically, fall quarter is when the ratio of jobs to students is the highest – lots of jobs, few students - great time to co-op
- Conversely, summer is the most competitive quarter to co-op
- As you look ahead to graduation, plan to be on-campus the fall or winter before you graduate to take advantage of on-campus interviewing --- fall and winter are the heaviest recruiting quarters for students

ELIGIBILITY
Prerequisites for Co-op Employment Registration:
To qualify for a co-op assignment you must have completed or be enrolled in:
   a. if a transfer student, a minimum of 1 quarter of classes at RIT (most do 2 or 3 quarters)
   b. minimum of 68 credit hours towards your baccalaureate degree (72 credit hours for VKSM)
   c. additional requirements for specific majors as follows:

VKSF (IT) - at least 24 credit hours of IT courses, including either Programming for Information Technology III (4002-219) or Java for Programmers (4002-318).

VKSN (ANSA) - at least 24 credit hours of Networking and System Administration core courses, including either Programming for Information Technology III (4002-219) or Java for Programmers (4002-318) and System Administration I (4002-421).

VKSM (Medical Informatics) – at least 16 credit hours of Medical Informatics core course (4006-230, 240, 310, 345) and Medical Terminology and General Biology (at least 2 quarters) and programming sequence (4002-217, 218, 219 or 4003-231, 232, 233)

VKSW (IT New Media) - at least 24 credit hours of New Media courses, including both Programming II for New Media (4002-231) and Web Site Design & Implementation (4002-409).

REGISTRATION & CO-OP PLACEMENT NOTIFICATION
Registration - Co-op is an official course; you do not pay tuition or any institute fees while on co-op. You cannot register for co-op on SIS or by phone; you must do so in the IT office, either by stopping by in person or by calling 475-6179. You must also register your co-op with the Co-op and Career Services Office. You can register online at http://www.rit.edu/~964www/student/index.shtml. Log onto Job Zone, click the header “Report Your Co-op Job” and fill out the necessary information on the co-op form.
SOFTWARE ENGINEERING – BS  
REQUIREMENTS, ELIGIBILITY, REGISTRATION and CO-OP PLACEMENT NOTIFICATION

REQUIREMENTS

All undergraduate students are required to participate in the co-op program. Suspension for any reason makes a student ineligible for co-op until the student is re-admitted to the program. All students planning to co-op must attend a CO-OP ORIENTATION and complete a STUDENT CO-OP AGREEMENT FORM.

Four Quarters – FOUR quarters of co-op work are required to meet baccalaureate degree requirements. The four quarters must appear on your transcript if you are to be certified for graduation at RIT.

Professional Work Experience - The content and quality of the work you perform as a co-op student is that of an entry-level professional. Co-op positions must be of a professional nature and related to software engineering. Appropriate positions typically include tasks such as programming, software design, requirements analysis, maintenance, documentation, testing, and quality assurance. Jobs involving only data entry or operations are not suitable for co-op credit. Please see your Program Coordinator and/or the Coordinator of Undergraduate Programs, Department of Software Engineering for final approval of job content before accepting an offer, particularly if that offer is generated outside the Co-op Office.

Full-time Work Experience - The job must be full-time. A minimum of 35 hours per week is considered full-time. A minimum of 350 hours is required in order to get credit for 1 quarter of co-op. You must negotiate the start date and the expected end date of the co-op with your employer at the beginning of the relationship. Once agreed upon, you must honor the terms of employment.

Paid Work Experience - You must receive income from your co-op job. The employer determines your income and any benefits involved. The Co-op Office maintains a “wage report” providing salary data by major as reported by students on co-op for the previous academic year.

Some other things to keep in mind:

- Most employers prefer a double block commitment
- Historically, fall quarter is when the ratio of jobs to students is the highest – lots of jobs, few students - great time to co-op
- Conversely, summer is the most competitive quarter to co-op
- As you look ahead to graduation, plan to be on-campus the fall or winter before you graduate to take advantage of on-campus interviewing --- fall and winter are the heaviest recruiting quarters for students

ELIGIBILITY

Prerequisites for Co-op Employment Registration:

To qualify for a co-op assignment you must have completed:

a. if a transfer student – you must meet the requirements given above and are expected to attend RIT for at least two quarters before beginning co-op
c. Professional Communications (4003-341, 0535-351)
d. Engineering of Software Subsystems (4010-362)
e. minimum of 90 credit hours towards your baccalaureate degree (classified as a third yr. student)
f. attend a mandatory co-op orientation session before your initial co-op work quarter

REGISTRATION & CO-OP PLACEMENT NOTIFICATION

Registration - Co-op is an official course; you do not pay tuition or any institute fees while on co-op. You cannot register for co-op on SIS or by phone; you must do so in the SE office, either by stopping by in person or by calling 475-2012. You must also register your co-op with the Co-op and Career Services Office. You can register online at http://www.rit.edu/~964www/student/index.shtml. Log onto Job Zone, click the header “Report Your Co-op Job” and fill out the necessary information on the co-op form.
COMPUTER SCIENCE, INFORMATION TECHNOLOGY, SOFTWARE DEVELOPMENT AND MANAGEMENT – MS REQUIREMENTS, ELIGIBILITY, REGISTRATION and CO-OP PLACEMENT NOTIFICATION

REQUIREMENTS
The co-op program for graduate students is optional and not a requirement for graduation. There is no required number of co-op blocks but you should not exceed two quarters of co-op. How many co-op blocks you work is up to you and depends on your academic progress and course offerings.

ELIGIBILITY
When you begin co-op depends on your specific program and your academic department.

Graduate students may co-op after meeting the following criteria:
   a. the prerequisite ("Bridge") courses have been completed
   b. two thirds (32 credit hours) of Master's course work have been completed for Information Technology and Software Development; at least 16 credits of Master's course work must be completed for Computer Science, and
   c. student is in good academic standing (graduate GPA of 3.0 or better)
   d. international students must have full-time student status and have been a full-time student for a minimum of nine (9) months

REGISTRATION & CO-OP PLACEMENT NOTIFICATION

Registration –
   a. submit a current electronic resume to RIT Job Zone through the Co-op Office web site at http://www.rit.edu/co-op/careers
   b. you must also register your co-op with the Co-op Office. You can register online at http://www.rit.edu/~964www/student/index.shtml. Log onto Job Zone, click the header "report your job" and fill out the necessary information on the co-op form
   c. contact your academic department to register on SIS for co-op for each work quarter
   d. international students must go to the International Student Services Office to obtain off campus work authorization in accordance with BCIS regulations
### Student Information
Name:  
Email:  
Department:  
Grad Year:  

### Co-op Information
Company Name:  
Company Phone #:  
Location:  
Job Title:  
Quarter:  

---

**SAMPLE CO-OP EMPLOYER EVALUATION**

<table>
<thead>
<tr>
<th>Dept assigned to:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's Title:</td>
<td></td>
</tr>
<tr>
<td>Hours per week:</td>
<td></td>
</tr>
<tr>
<td>Hourly Wage Rate $/hr (enter value, only numeric values will be accepted):</td>
<td></td>
</tr>
<tr>
<td>Employment Start Date:</td>
<td>/ /</td>
</tr>
<tr>
<td>Employment End Date:</td>
<td>/ /</td>
</tr>
<tr>
<td>Responsibilities</td>
<td></td>
</tr>
</tbody>
</table>

For each category, select the rating level that most closely represents the student's performance. Please comment where possible. 1 = Poor, 5 = Excellent.

<table>
<thead>
<tr>
<th>QUALITY OF WORK: Accuracy, thoroughness</th>
<th>54321N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITY OF WORK: Volume, pace and effort</th>
<th>54321N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPETENCE: Applies experience and training</th>
<th>54321N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ABILITY TO LEARN: Grasps and retains new skills and concepts</th>
<th>54321N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INITIATIVE: Originates ideas and seeks new responsibilities</th>
<th>54321N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELIABILITY: Dependable, conscientious, punctuality, attendance</th>
<th>54321N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment:</td>
<td></td>
</tr>
<tr>
<td>JUDGEMENT: Reasoning ability and common sense</td>
<td>5 4 3 2 N/A</td>
</tr>
<tr>
<td>ATTITUDE: Willingness to accept instructions, assignments</td>
<td>5 4 3 2 N/A</td>
</tr>
<tr>
<td>PERSONAL RELATIONS: Ability to work effectively with others</td>
<td>5 4 3 2 N/A</td>
</tr>
<tr>
<td>COMMUNICATION SKILLS: Written and verbal</td>
<td>5 4 3 2 N/A</td>
</tr>
<tr>
<td>OVERALL PERFORMANCE:</td>
<td>5 4 3 2 N/A</td>
</tr>
</tbody>
</table>

If an appropriate position was available, would you offer a regular employment position to this individual?

**Additional Comments**

Technical/Professional Preparation:
Strengths:
Recommended areas for improvement:
Any additional comments:
Has this evaluation been reviewed with the student?

Evaluator Name
Title
Date //
Evaluator Address
Telephone #
Email Address
Student Co-op Agreement Form

The computer science program requires students to participate in cooperative education. The following guidelines and requirements have been established by the Computer Science Department and the Office of Cooperative Education and Career Services. It is your responsibility to uphold the following:

1. Eligibility for Co-op - To qualify for a co-op assignment:
   - You must have successfully completed a minimum of 84 quarter hours towards a Computer Science degree (in other words, you are classified as a third year student); transfer students must typically attend RIT for at least two quarters prior to beginning co-op.
   - You fit into one of the following two categories:
     1. you have successfully completed a minimum of 24 quarter hours of Computer Science course work that includes (or is equivalent to): Computer Science 1-4, Professional Communications, and Software Engineering, or
     2. you have successfully completed a minimum of 28 quarter hours of Computer Science course work that includes (or is equivalent to): Computer Science 1-4
   - You must attend a mandatory co-op orientation session before your initial co-op work quarter

2. Responsibilities of the Co-op Student - To secure employment and maintain your co-op standing you must:
   a) Accept primary responsibility for obtaining an acceptable co-op job.
   b) Notify your program coordinator of any job that you find whether on your own or through the co-op office, within three days of accepting it.
   c) Notify your program coordinator immediately of any change in your employment or academic status.
   d) Agree to release transcripts and resume to participating co-op employers who request them in paper or electronic format.
   e) Seriously consider appropriate employment when offered by co-op employers even though it is not within your preferred geographic area, or not your first choice for type of work.
   f) Honor your commitment once you accept a position and work as long as your services are required during the agreed upon period. Accepting an offer of employment is a contract between you and the employer. You may not back out of or renegotiate an offer of employment once accepted.
   g) Conduct yourself in an ethical manner while on the job.
   h) Meet with your program coordinator any time you have a problem or concern about your co-op interviews.
   i) Submit an “Application for Co-op Work Experience Credit” to your academic department by the established deadline date for each quarter worked.
   j) Successfully complete 4 quarters of co-op prior to final academic quarter at RIT. Recognize that students may register for no more than two quarters of co-op in a row. Seek prior permission for any exceptions to these rules. Students must file separate and distinct work reports for each registered quarter of co-op.
   k) Acknowledge that wages earned while on co-op are subject to state and federal income taxes.
   l) Acknowledge that all hours worked during one co-op block contribute only to that block and may not be used in support of a petition for additional co-op credit.
   m) Credit for a successful block of co-op may be withheld or denied based on an inadequate co-op work report or a severely negative co-op employer’s evaluation.

3. Registering for Co-op
   a) Submit a current electronic resume to RIT Job Zone at http://www.rit.edu/co-op/careers.
   b) Notify the Co-op Office of your co-op position (report on RIT Job Zone).
   c) Students cannot register themselves for co-op on SIS; students must contact Computer Science office staff.

Failure to comply with this Agreement may affect the awarding of your degree.

I have read and agree to uphold the above stated rules, responsibilities, and procedures.

Signature ___________________________________________ Date __________

If transfer student please note from which college:

CS Certification _________________________ Date __________

(office only) 7/2005
Rochester Institute of Technology
Department of Information Technology
Undergraduate IT Program (VKSF,VKSN)

Print Name__________________________
I.D. #______________________________
Grad Year _________________________
CR. HRS (taken to date)_______________
Desired Co-op Quarter _______________

Student Co-op Agreement Form

The following guidelines have been established by your department and the Office of Cooperative Education and Career Services for participation in the required Cooperative Education program. It is your responsibility to uphold the following:

1. Eligibility for Co-op - To qualify for a co-op assignment you must have completed or be enrolled in
   a) if a transfer student*, a minimum of 1 Quarter at RIT.
   b) a minimum of 68 credit hours towards your baccalaureate degree.
   c) a minimum of 24 credit hours of Information Technology core courses, including;
      d) required IT course 219 Programming for IT III or 318 Java for Programmers
      e) and additional recommended courses 320, 340, 341, 342 and 360 for VKSF students
         320, 340, 341, 342, 402 and 360 for VKSN students.

2. Responsibilities of the Co-op Student - To secure employment and maintain your co-op standing you must:
   a) Accept primary responsibility for obtaining an acceptable co-op job.
   b) Notify your co-op coordinator of any job that you find whether on your own or through the co-op office, within three days of accepting it.
   c) Notify your co-op coordinator immediately of any change in your employment or academic status.
   d) Agree to release transcripts and resume to participating co-op employers who request them in paper or electronic format.
   e) Seriously consider appropriate employment when offered by co-op employers even though it is not within your preferred geographic area.
   f) Honor your commitment once you accept a job and work as long as your services are required that quarter. Note policy on reneging in co-op handbook.
   g) Conduct yourself in an ethical manner while on the job.
   h) Meet with your co-op coordinator any time you have a problem or concern about your co-op interviews.
   i) Submit an "Application for Co-op Work Experience Credit" report to your academic department by the established deadline date for each quarter worked.
   j) Successfully complete 3 quarters of co-op prior to final academic quarter at RIT.
   k) Acknowledge that wages earned while on co-op are subject to state and federal income taxes.

3. Registering for Co-op
   a) Register with and submit a current electronic resume to RIT Job Zone through the co-op office web site at http://www.rit.edu/co-op/careers
   b) Report your co-op to the Department for Registration each work quarter.
   c) Register your co-op position with the Co-op Office on RIT Job Zone.

Failure to comply with this Agreement may affect the awarding of your degree.

I have read and agree to the above stated rules and regulations.
Signature__________________________ Date________________

* If transfer student please note from which college__________________________

IT Certification____________________ Date ____________
(office only) 8/05
STUDENT CO-OP AGREEMENT FORM

The following guidelines have been established by your department and the Office of Cooperative Education and Career Services for participation in the required Cooperative Education program. It is your responsibility to uphold the following:

1. Eligibility for Co-op - To qualify for a co-op assignment you must have completed or be enrolled in:
   a) a transfer student*, a minimum of 1 Quarter at RIT.
   b) a minimum of 68 credit hours towards your baccalaureate degree.
   c) a minimum of 24 credit hours of New Media core courses, including the following required IT courses:
      i) Programming: 4002-231 (Prog II for New Media) or other approved 2-course programming sequence
      ii) 4002-409 (Web Site Design & Implementation)
   d) and additional recommended courses:
      i) 2009-231 (2D Design)
      ii) 2009-213 (Elements of Graphic Design)
      iii) 2083-206 (Imaging for New Media)
      iv) 2065-217 (Digital Video)
      v) 2009-311 (Typography for New Media)
      vi) 2083-211 (New Media Publishing)

2. Responsibilities of the Co-op Student - To secure employment and maintain your co-op standing you must:
   a) Accept primary responsibility for obtaining an acceptable co-op job.
   b) Notify your co-op coordinator of any job that you find whether on your own or through the co-op office, within three days of accepting it.
   c) Notify your co-op coordinator immediately of any change in your employment or academic status.
   d) Agree to release transcripts and resume to participating co-op employers who request them in paper or electronic format.
   e) Seriously consider appropriate employment when offered by co-op employers even though it is not within your preferred geographic area.
   f) Honor your commitment once you accept a job and work as long as your services are required that quarter. Note policy on reneging in co-op handbook.
   g) Conduct yourself in an ethical manner while on the job.
   h) Meet with your co-op coordinator any time you have a problem or concern about your co-op interviews.
   i) Submit an "Application for Co-op Work Experience Credit" report to your academic department by the established deadline date for each quarter worked.
   j) Successfully complete 3 quarters of co-op prior to final academic quarter at RIT.
   k) Acknowledge that wages earned while on co-op are subject to state and federal income taxes.

3. Registering for Co-op
   d) Register with and submit a current electronic resume to RIT Job Zone through the co-op office web site at http://www.rit.edu/co-op/careers
   c) Report your co-op to the Department for Registration each work quarter.
   f) Register your co-op position with the Co-op Office on RIT Job Zone.

Failure to comply with this Agreement may affect the awarding of your degree.

I have read and agree to the above stated rules and regulations.

Signature ___________________________ Date __________________

* If transfer student please note from which college ________________________________

IT Certification ___________________________ Date ________

(office only) 8/05
Student Co-op Agreement Form

The following guidelines have been established by your department and the Office of Cooperative Education and Career Services for participation in the required Cooperative Education program. It is your responsibility to uphold the following:

1. Eligibility for Co-op - To qualify for a co-op assignment you must have completed two years of study at the college level with at least one quarter at RIT. Specifically, you must have
   a) a minimum of 72 credit hours towards your baccalaureate degree.
   b) a minimum of 16 credit hours of Medical Informatics core courses (4006-230, 240, 310, 345)
   c) Medical Terminology and General Biology (at least two quarters)
   d) The programming sequence 4002-217, 218, 219 or 4003-231, 232, 233
   e) and optionally the recommended courses 4002-320, 4006-410, and one database course, either 4002-360 or 4003-485

2. Responsibilities of the Co-op Student - To secure employment and maintain your co-op standing you must:
   a) Accept primary responsibility for obtaining an acceptable co-op job.
   b) Notify your co-op coordinator of any job that you find whether on your own or through the co-op office, within three days of accepting it.
   c) Notify your co-op coordinator immediately of any change in your employment or academic status.
   d) Agree to release transcripts and resume to participating co-op employers who request them in paper or electronic format.
   e) Seriously consider appropriate employment when offered by co-op employers even though it is not within your preferred geographic area.
   f) Honor your commitment once you accept a job and work as long as your services are required that quarter. Note policy on reneging in co-op handbook.
   g) Conduct yourself in an ethical manner while on the job.
   h) Meet with your co-op coordinator any time you have a problem or concern about your co-op interviews.
   i) Submit an "Application for Co-op Work Experience Credit" report to your academic department by the established deadline date for each quarter worked.
   j) Successfully complete 2 quarters of co-op prior to final academic quarter at RIT.
   k) Acknowledge that wages earned while on co-op are subject to state and federal income taxes.

3. Registering for Co-op
   g) Register with and submit a current electronic resume to RIT Job Zone through the co-op office web site at http://www.rit.edu/co-op/careers
   h) Report your co-op to the Department for Registration each work quarter.
   i) Register your co-op position with the Co-op Office on RIT Job Zone.

Failure to comply with this Agreement may affect the awarding of your degree.

I have read and agree to the above stated rules and regulations.

Signature ___________________________ Date __________________

* If transfer student please note from which college _______________________

IT Certification ______________________ Date ________________

(office only) 8/05
STUDENT CO-OP AGREEMENT FORM

Since you must participate in cooperative education at RIT, the Software Engineering Department and the Office of Cooperative Education and Career Services have established the following guidelines. It is your responsibility to uphold the following:

1. **Eligibility for Co-op:** To qualify for a co-op assignment you must have completed:
   a) Computer Science 1-4 (4003-231, 232, 233) SPECIFY QTR. TAKEN:______________
   b) Professional Communications (4003-341, 0535-351) SPECIFY QTR TAKEN:______________
   c) Engineering Software Subsystems (4010-362) SPECIFY QTR TAKEN:______________
   d) A minimum of 90 credit hours towards your baccalaureate degree (classified third year student).
   e) The mandatory co-op orientation session before your initial co-op work quarter.
   f) If a transfer student – you must meet the requirements given above and are expected to attend RIT for at least two quarters before beginning co-op.

2. **Registering for Co-op:**
   a) Register for co-op for EACH work quarter through the Software Engineering Office.
   b) Notify the Co-op Office of your co-op position. Go to the student page on the Co-op website, www.rit.edu/co-op/careers, click on the “Report Your Job” link, provide the information requested, and submit the form electronically.
   c) Notify the Software Engineering Department of your co-op position.

3. **Responsibilities of the Co-op Student:**
   a) Accept primary responsibility for obtaining an acceptable co-op job.
   b) As soon as you make agreement with an employer for a co-op position, notify your program coordinator in the co-op office. If you locate a job on your own, it is required for you to check its acceptability for co-op with your department or program coordinator before accepting it.

4. Notify your program coordinator immediately of any change in your employment or academic status.
   a) Agree to release transcripts and resume to participating co-op employers who request them in paper or electronic format.
   b) Seriously consider appropriate employment when offered by co-op employers even though it is not within your preferred geographic area.
   c) Honor your commitment once you accept a job and work as long as your services are required that quarter.
   d) Conduct yourself in an ethical manner while on the job.
   e) Meet with your program coordinator any time you have a problem or concern about your co-op interviews.
   f) Successfully complete 4 quarters of co-op prior to enrolling in the Software Engineering Senior Project.
   g) Acknowledge that wages earned while on co-op are subject to state and federal income taxes.

Failure to comply with this Agreement may affect the awarding of your degree.

I have read and agree to the above stated rules and regulations.

Signature: ____________________________ Date: __________

SE Certification: ____________________________ Date: __________

White: SE Office  Yellow: Co-op Office  Pink: Student

6/05
Student Co-op Agreement Form

The following guidelines have been established by your department and the Office of Cooperative Education and Career Services for participation in the optional Cooperative Education program. It is your responsibility to uphold the following:

1. **Eligibility for Co-op** – Graduate students are eligible for co-op work consisting of six months of full-time employment in industry.
   - The co-op program is available for full-time students in good academic standing (graduate GPA of 3.0 or better) who have completed the Bridge Program and at least 16 credits of their MS program of study. During co-op, the student may take at most one course per quarter.
   - Co-op positions must be secured by the beginning of the academic quarter that you wish to co-op. Permission for mid-quarter co-ops will not be granted.
   - International students must have full-time student status and have been a full-time student for a minimum of nine (9) months.

2. **Responsibilities of the Co-op Student** - To secure employment and maintain your co-op standing you must:
   a) Accept primary responsibility for obtaining an acceptable co-op job.
   b) Notify your co-op coordinator of any job that you find, whether on your own or through the co-op office, within three days of accepting it.
   c) Notify your co-op coordinator immediately of any change in your employment or academic status.
   d) Agree to release transcripts and resume to participating co-op employers who request them in paper or electronic format.
   e) Seriously consider appropriate employment when offered by co-op employers even though it is not within your preferred geographic area.
   f) Honor your commitment once you accept a job and work as long as your services are required that quarter. Note policy on reneging in co-op handbook.
   g) Conduct yourself in an ethical manner while on the job.
   h) Meet with your co-op coordinator any time you have a problem or concern about your co-op interviews.
   i) Submit an "Application for Co-op Work Experience Credit" report to your academic department by the established deadline date for each quarter worked.
   j) Successfully complete a maximum of 2 quarters of co-op prior to your final academic quarter at RIT.
   k) Acknowledge that wages earned while on co-op are subject to state and federal income taxes.

3. **Registering for Co-op**
   a) Submit a current electronic resume to RIT Job Zone through the co-op office web site at [http://www.rit.edu/co-op/careers](http://www.rit.edu/co-op/careers)
   b) Contact the CS Student Services Office to register for co-op for each work quarter.
   c) Notify the Co-op Office of your co-op position (report on RIT Job Zone).
   d) International students must go to the International Student Services Office to obtain off campus work authorization in accordance with BCIS regulations.

Failure to comply with this Agreement may affect the awarding of your degree.

I have read and agree to the above stated rules and regulations.

Signature __________________________ Date __________________________

CS Certification __________________________ Date __________________________

(office use only) 9/04
Student Co-op Agreement Form

The following guidelines have been established by your department and the Office of Cooperative Education and Career Services for participation in the optional Cooperative Education program. It is your responsibility to uphold the following:

1. **Eligibility for Co-op** - To qualify for a co-op assignment you must have completed any prerequisite or Bridge coursework and two-thirds of your academic program (32 credit hours).

   International students must have full-time student status and have been a full-time student for a minimum of nine (9) months.

2. **Responsibilities of the Co-op Student** - To secure employment and maintain your co-op standing you must:
   a) Accept primary responsibility for obtaining an acceptable co-op job.
   b) Notify your co-op coordinator of any job that you find whether on your own or through the co-op office, within three days of accepting it.
   c) Notify your co-op coordinator immediately of any change in your employment or academic status.
   d) Agree to release transcripts and resume to participating co-op employers who request them in paper or electronic format.
   e) Seriously consider appropriate employment when offered by co-op employers even though it is not within your preferred geographic area.
   f) Honor your commitment once you accept a job and work as long as your services are required that quarter. Note policy on reneging in co-op handbook.
   g) Conduct yourself in an ethical manner while on the job.
   h) Meet with your co-op coordinator any time you have a problem or concern about your co-op interviews.
   i) Submit an "Application for Co-op Work Experience Credit" report to your academic department by the established deadline date for each quarter worked.
   j) Successfully complete a maximum of 2 quarters of co-op prior to final academic quarter at RIT.
   k) Acknowledge that wages earned while on co-op are subject to state and federal income taxes.

3. **Registering for Co-op**
   j) Submit a current electronic resume to RIT Job Zone through the co-op office web site at http://www.rit.edu/co-op/careers
   k) Contact the IT Student Services Office to register for co-op for each work quarter.
   l) Notify the Co-op Office of your co-op position (Register on RIT Job Zone).
   m) International students must go to the International Student Services Office to obtain off campus work authorization in accordance with BCIS regulations.

Failure to comply with this Agreement may affect the awarding of your degree.

I have read and agree to the above stated rules and regulations.

Signature __________________________ Date ________________

IT Certification ______________________ Date _____________
(office only) 8/03