# Cooperative Education Work Term Resources

*These resources will assist in preparation for your* ***Student Monitor****, completion of your* ***Student Reflective Summary*** *and updating your* ***Resume***

## **Activity (Learning) Log**

*Generate a list of key activities you engaged in during your Work Term, including what skills and/or knowledge were utilized. Update list frequently. Additional page(s) as needed!*

|  |  |  |
| --- | --- | --- |
| Date | Activity | Skills and/or Knowledge Applied |
|  |  |  |
|  |  |  |
|  |  |  |

## **Tools of the Trade**

*Create a brief list of the various industry tools you used during your work term. (Eg. Software, equipment, tools, machines, manuals etc. Be specific).*

|  |
| --- |
|  |

## **Resume Builder**

An accurate, up-to-date resume is critical to your future career success. What key points can you add to your resume based on your work term experience?

| **Key Points** |
| --- |
|  |