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