

# APPLYING TO THE CO-OP & INTERNSHIP PROGRAM



[www.svsu.edu/careers](http://www.svsu.edu/careers)

## INTERNSHIP PARTICIPATION REQUIREMENTS

1. Create a professional resume and cover letter. Please note that these documents look considerably different from a high school resume. Professional resumes focus on accomplishments and contributions and not job duties or specific tasks performed. Resume Workshops, Walk-in Visits and One-on-One appointments are available to assist students.

2. Log-in to your free Cardinal Career Network (CCN) account.

3. Upload your resume and cover letter under the Documents menu selection, which can be accessed by clicking on the icon with your initials in the upper right-hand corner of the CCN home screen.

4. Click on the "Jobs" tab and search for "SVSU Internship". Your application to the SVSU Cooperative Education and Internship program will require you to apply to the following position on the Cardinal Career Network:

- "Co-op/Internship Program"

5. Once accepted, students will have the ability to apply for any external co-op / internships for which they are qualified. Note that it is NOT standard practice for Career Services to automatically refer students to positions. Students are expected to apply for each position on their own with CUSTOMIZED documents expressing interest in the SPECIFIC position they seek. We strongly discourage submitting generic cover letters and resumes to open positions.

6. Students are required to update their information on the Cardinal Career Network (resume, cover letter, writing samples, etc.) as changes occur. This means keeping all information relevant and current.

