# Co-op Job Tracker: {JobTracker}

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| --- | --- |
| **Student** **Name** **+** **Student** **ID:** {Name} | **Program:** {Program} |
| **Current** **Semester:** {ActualSemester} | **Which** **Semester** **Is** **Your** **Co-op** **(month** **&** **year):** {CoopSemester} |

Students should update this document regularly to track which companies you have applied to and how your application is progressing. You will need to upload this on the Co-op Prep Course on Blackboard.

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| **Company** **and** **Location** **of** **Role** | **Job** **Title** | **Date** **of** **Application** **and** **Documents** **Provided** **(e.g.** **resume,** **cover** **letter,** **transcripts**  **etc.)** | **Last** **Update** **(and** **date)**  **(Offer,** **Interview,** **Rejected,** **No** **Response)** |
| {CompanyName} - {CompanyCity} | {JobTitle} | {DateApplication} {ProvidedDocuments} |  |
| {CompanyName} - {CompanyCity} | {JobTitle} | {DateApplication} {ProvidedDocuments} |  |
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| {CompanyName} - {CompanyCity} | {JobTitle} | {DateApplication} {ProvidedDocuments} |  |

# PROOF OF APPLICATION

Please send proof of application, such as a print screen directly from the company's website or the email received proving that your application was successful.