Apply For Co-op

Apply to the IT Co-op position by sending the following to Mr. Dawson at [adawson@ytech.edu](mailto:adawson@ytech.edu) . Send the email before the end of the business day, Friday, April 11th. Carbon Copy (cc) [csmith@ytech.edu](mailto:csmith@ytech.edu) for proof of the email.

# Resume

Resume should be sent as an attachment. It should include relevant experience, skills, and certifications to the position being applied for.

# Cover Letter

This can be an attachment, but should be your email’s body in this case. The cover letter should **concisely** describe your interest in the position and why you are a qualified candidate. The goal is to quickly convince the receiver to actually open and review your resume and portfolio

# Portfolio

In the email body, link to your complete portfolio. This portfolio should demonstrate the skills you have.

# References

In an attached document, you should send a list of your references. References must give you permission to be used as a reference, and in this case, you should only provide their professional email address. You should have three references.

# Letters of Recommendation (optional)

Get one or more professional connections to write you a brief letter of recommendation for the position you are applying to, and attach each letter to the email.