

First Formal Interview Completion Confirmation

Take this form with you to your first formal interview.

Student's name _____

Last 4 digits of ID _____

Date Completed _____

Total _____ of 15 Points

Formal business attire _____ of 5 points

For men: two-piece suit or jacket, tie, shined shoes.

For women: two-piece suit (dress or pants), blouse, and shined shoes

Paper version of resume ___ of 3 Points

The coop quiz, completed ___ of 3 Points

Verification of citizenship ___ of 2 Point

Original birth certificate or notarized copy, or passport

A Cover letter ___ of 2 Point

Addressed to your coordinator, explaining why you want a co-op job

Comments:

Coordinators Signature _____

Form to be left with your Co-op Faculty Coordinator