

**Special directions for preparing the resume for the  
MyNEU COOL Day Exercise  
Cooperative Education Preparation.**

Sign-ups in MyNEUCool must be completed by 9:00 AM, day before seminar meets.

Do not change the listing in your MyNEUCool. It has been set at the following in order to see special listings for next weeks exercise:

Coop Prep Course Review FA 2011 S2F1 Split

**Directions: Review the COOL Tour located in your MyNEU account in Experiential and Co-op tab on the left side of the page.**

1. For this particular exercise: **Create a fictitious name, address, phone number and e-mail for your resume.** Do not leave your own personal information on the resume. Other students will be reviewing this resume in the Employer For A Day Class Exercise. The body of the resume should all be correct and can be left alone.
2. Upload this fictitious resume into your MyNEUCool account.
3. Name the resume for this exercise: YourFakeLastName\_FakeFirst.
4. The system will automatically convert and save the document as a .PDF file.
5. After the Employer For A Day Exercise , you may delete the fictitious version of the resume. For the final search process we must have an original, approved, .PDF resume and a .doc word document.

**Total of 6 sign ups: 3 very interested and 3 moderately interested.**