

NASCO's Cooperative Internship Network Application

Return this form with a current résumé, cover letter, and a list of three references.
Applications are due March 5th.

Please type. This form and attachments will be photocopied. Application is free to NASCO individual members or members of NASCO-member co-ops. All others must include \$15 to cover administrative costs.

Name _____ Year in School _____
Co-op _____ Individual Co-op _____
Current Address (until ____) _____ Alternate Address (after ____) _____

Phone (day) _____ Phone (day) _____
Phone (eve) _____ Phone (eve) _____

Work Preference and Environment (please rank):

Type of work preferred:

_____ Research and Writing _____ Financial
_____ Publications _____ Member Education/ Relations
_____ Marketing _____ Tech/ Web design
_____ Other _____

Type of environment preferred:

_____ Food Co-op _____ Credit Union
_____ Housing Co-op _____ Co-op Summer Camp
_____ Non-Profit/ Umbrella Org _____ Worker Co-op
_____ Other _____

Restrictions:

Dates Available: _____

Geographic: preference? requirement? _____

Compensation: preference? requirement? _____

Other Restrictions: _____

Cover letter: Please include a cover letter explaining your skills, interests, internship goals, college coursework, and previous experiences (if applicable). Please use a generic salutation. This will be useful when matching applicants with potential internships.

Placement in an internship is not guaranteed.

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TIPS ON PREPARING YOUR INTERNSHIP APPLICATION

The most important thing to keep in mind when preparing your application for internships is to make it look *professional* and to include all your information relevant to the particular placement. Your résumé and cover letter is your chance to “sell” yourself to the host organization(s) and convince them that you are the right person for their internship.

EVIDENCE OF INVOLVEMENT WITH A CO-OPERATIVE

Include your involvement with your co-op as experience on your résumé. You should include any positions that you have held such as House Manager, Maintenance Co-ordinator, Board member and include a brief description of your responsibilities. Also include any skills that you utilized in your co-op such as Conflict Resolution, Facilitation, Team Management, etc.

ENTHUSIASM

Include a good cover letter that sells yourself, your skills, and your employment goals. A good cover letter will make the difference of whether or not you are considered for a telephone interview and a job.

SPECIFIC JOB EXPERIENCE AND EMPLOYMENT GOALS

Be specific about the skills you have and the skill you wish to acquire. If you do not have a lot of experience in an area but would like a job in that area, you must convince the potential employer that you are a quick learner and capable and willing to learn the job.

RESOURCES AND ASSISTANCE WITH YOUR RÉSUMÉ AND COVER LETTER

There are many resources available to help you prepare a high quality résumé and cover letter. The first place you should check out is your campus career center. Often the center will have books with different samples of resumés and cover letters, and some will have counselors to critique your résumé and give suggestions for improvements. Another great place to look for résumé tips is the Internet. A web search of the keyword “résumé” will produce many hits. A few web sites to check out:

Career Development Manual – University of Waterloo

<http://www.adm.uwaterloo.ca/infocecs/CRC/manual-home.html>

This on-line manual takes you through all the important steps of career planning from self-assessment to career/job assessment. This manual has been specifically designed for university students.

WorkSearch—Selling Yourself to an Employer

<http://www.garywill.com/worksearch/>

This is a site that has a few resources on résumé-writing and many links to other sites and resources on the Internet.

Quintessential Careers—A Career and Job-Hunting Resources Guide

<http://www.quintcareers.com/resres.html>

This site also has many good links to writing an effective résumé and cover letter.

HOW TO SUBMIT YOUR APPLICATION PACKAGE TO NASCO

- DO use a word-processing application for your cover letter, résumé, and reference list and use a high quality laser or jet printer to print your materials. Your Intern Application form should be completed in **legible** handwriting.
- DO print your résumé and cover letter on plain white paper—We will photocopy them.
- DO single-side everything so that none of your information will be overlooked.
- DO put your name on all your submitted information.
- DO include telephone numbers of all references and how you are acquainted (co-worker, peer, past supervisor, etc.)
- DON'T fax your application package to us. Faxed copies aren't always easy to read and are not aesthetically pleasing.
- DON'T staple your information together—We will take it apart and photocopy it.

Good luck with your application!

Tips for describing your co-op experience in your resume:

The following are some phrases, terms, and concepts which you may wish to draw from in describing your cooperative experience in your resume.

Co-op Member:	Contributed 5 hours of labor per week to the house. Attended bi-weekly house meetings and participated in consensus decisions. Worked with other house members to improve house community.
Treasurer:	Paid monthly bills. Monitored house's cash flow. Prepared yearly budget. Collected rent from members. Maintained member accounts.
Kitchen Manager:	Prepared weekly menus for 20-person house. Monitored and maintained stores of basic food items. Prepared shopping list and ordered staple items. Budgeted for kitchen expenses.
House Membership Officer:	Prepared newspaper ads and fliers for vacancies. Served on corporate Membership Committee -- helped create new membership policies, plan and execute recruiting events, develop corporate recruitment plan. Conducted house tours and open houses. Provided information to people who called or dropped by the house.
House Education Officer:	Planned social & educational events for the house. Served on corporate Education Committee -- helped plan organization-wide education events, helped edit and layout monthly newsletter.
House President:	Facilitated weekly house meetings using the consensus decision making process. Acted as a resource person for house members concerning house and corporate policies. Acted as a mediator for inter-house conflicts.
Board Member:	Member of the board of directors of a 500 member, \$7 million cooperative organization. Made policy decision concerning personnel, finances, and maintenance. Participated in organizational long range planning.
Corporate Finance Officer:	Responsible for developing & implementing the organization's financial policy. Reviewed house treasurers' work. Prepared monthly reports to board on house finances. Prepared quarterly reports to board on corporate finances. Oversaw corporate budgeting process. Chaired Finance Committee & Real Estate Committee.
Finance Intern:	Prepared working papers for audit. Maintained accounts for all members of the organization's 16 houses for the four summer months. Provided information & assistance to house treasurers. Wrote manual for audit.