

# Engineering Co-op/IIP Application Tips Fall 2021

Engineering Co-operative Education & Industrial Internship Program (Co-op/IIP)





## Engineering Co-op/IIP Application Process

Step 1

- Review Co-op/IIP Information session in September (this presentation)
- Email Emma Menyer ([emma.menyer@umanitoba.ca](mailto:emma.menyer@umanitoba.ca)) if you wish to apply to Engineering Co-op/IIP

Step 2

- Gain access to the Engineering Portal and our online application in Career Connect
- Complete the online application package – due October 27, 2021

Step 3

- Work with your Co-op Coordinator on any required revisions to your documents
- Arrange and attend a video call with your Co-op Coordinator (remotely for 2021!)

Step 4

- Receive approval of documents from your Co-op Coordinator (November – December)
- Register for an interview workshop (held in January – stay tuned for 2022!)

Step 5

- Receive an invite to the mandatory Orientation sessions held in January
- Attend Orientation, sign and submit acceptance to Engineering Co-op/IIP





## How to Apply

**ASE CAREER FAIR**  
FACULTIES OF AGRICULTURAL AND FOOD SCIENCES, SCIENCE AND ENGINEERING

Attend the Virtual ASE Career Fair for Engineering Students

October 7, 2020

The annual ASE Career Fair at the University of Manitoba is coordinated by Career Services, the Faculty of Agriculture Student Organization (FASO) and the University of Manitoba Engineering Society (UMES). This is an opportunity to meet with students from the Faculties of Agricultural and Food Sciences, Science, and Engineering.

Wednesday, October 7, 2020  
10:00 a.m. - 6:30 p.m.

CareerEvo Virtual Fair Platform

More details to follow on how to register and attend!

Please select the Co-op Program to which you are applying:

<input type="checkbox"/>	Fall 2020 - EE-Biosystems Engineering
<input type="checkbox"/>	Fall 2020 - CIV-Civil Engineering
<input type="checkbox"/>	Fall 2020 - CS-Computer Engineering
<input type="checkbox"/>	Fall 2020 - EE-Electrical Engineering
<input type="checkbox"/>	Fall 2020 - IE-IEED
<input type="checkbox"/>	Fall 2020 - ME-Mechanical Engineering





## Online Application



**An online application will come up. Fill in the appropriate information.**

**You will be uploading your documents here.**

PLEASE COMPLETE ALL FIELDS.

Student Number	<input type="text"/>
U. of M. Email	<input type="text"/>
Status	International students will be required to ap -select- <input type="text"/>
Canadian indigenous student self declaration	In order to provide the best possible experi ancestry. A Canadian Indigenous person is <input type="checkbox"/> SELECT ALL <input type="button" value="Filter"/> <input type="checkbox"/> Indicate if you are a Canadian Indigen
Are you aware of our Engineering Access Program (ENGAP) and its services and supports for Indigenous students?	If you indicated in the question above that y -select- <input type="text"/> <a href="#">For more information please click here.</a>
Cumulative GPA	<input type="text"/>
Term GPA	Indicate term GPA from last full time acader <input type="text"/>
Engineering Year	(e.g. 2 of 5) <input type="text"/>





## Upload Documents for Application to Co-op/IIP

- **Professional Cover letter and Resume** - based on the sample job postings found on CareerConnect/Engineering Co-op & IIP Portal / Resources and using the resources identified
- **Photo for CareerConnect to help us know you** -- professional looking headshot (for office use only)
- **Aurora web transcript**
- **Model program or flowchart**
  - Highlight all courses you have taken or are currently *registered for to date. Email your student advisor in your department if you need assistance.*
- **Goals and Expectations Student Write-up** – Help us get to know you. What do you want to gain from being in Co-op/IIP? What are your expectations of the program? Maximum 150 words





# Engineering Co-op/IIP Resources in Career Connect

OVERVIEW

You are currently logged in as **Student Name**

- Dashboard
- Events, Information Sessions and Workshops
- Job and Volunteer Postings
- Employment Scams
- Co-Curricular
- ENGINEERING CO-OP & IIP**
- Announcements
- Appointments
- Co-op & IIP
- Engineering Jobs
- Additional Job Postings
- Applications
- Documents
- Interviews
- Engineering & IIP Events
- RESOURCES**
- Internship Information
- Leadership & Service-Learning
- Work Study
- Logout

### Resources

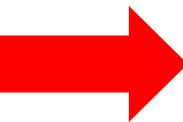
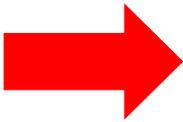
#### Engineering Co-op/IIP Resources

Resources for all Co-op/IIP Students:

Co-op/IIP Student Handbook
Co-op Student Handbook including Rules & Regulations, procedures, co-op course and other info.
Co-op/IIP Job Search Guide - resumes and cover letters
Use this guide to create a professional engineering resume and cover letter that will get you an interview!
Career Connect Student Manual
Career Connect Student Manual
Work Term Documentation Guidelines
Guide to Work Term Portfolio including Work Term Report guidelines and due dates
Work Term Midterm Evaluation
Midterm Evaluation completed by the student
Work Term Report Template
Work Term Report Template
Work Term Employer Evaluation
Employer Evaluation to be completed by the Employer and reviewed with the student
Work Term Presentation
Everything you need to know - job offers, course registration, Work Term Portfolio, EngGeoMB credit!
Next document
Coming soon
Next document
Coming soon

Co-op/IIP Application Resources for Co-op/IIP Students:

Goals and Expectations
Template for your application to Co-op/IIP: complete and upload with your application.
Job Posting Samples - All Departments
Use these example postings to develop a targeted cover letter and resume for your Co-op/IIP application.
Co-op/IIP Job Search Guide
Use this for a comprehensive resource that includes how to market yourself through a resume, cover letter, linkedin and how to apply to jobs
Combination Style Resume Samples - All Departments
Use these samples to develop a Combination style resume.
Chronological Style Resume Samples - All Departments
Use these samples to develop a Chronological style resume.
Power Letter Template and Samples





Use the examples to create your resume!

E.g.

University of Manitoba  
Faculty of Engineering



Bachelor of Electrical Engineering  
University of Manitoba



Bachelor of Science, Mechanical Engineering  
University of Manitoba







**We Are Here to HELP!**

**Email your Co-op/IIP Coordinator  
if you get stuck or have questions about the  
application process!**

**We are available by email or can set up a video  
conference.**

Our Coordinators

Courtney Lewis [Courtney.Lewis@umanitoba.ca](mailto:Courtney.Lewis@umanitoba.ca)

Computer & Mechanical Coordinator

Leslie Cole [Leslie.Cole@umanitoba.ca](mailto:Leslie.Cole@umanitoba.ca)

Biosystems, Civil & Electrical Coordinator

