**PURPOSE:** Now that you have completed your co-op, it’s time to document your experiences. Filling out this form will help you be able to articulate your experience to a potential employer and formulate it into words on a resume. Please answer as honestly as possible:

Summarize your responsibilities/duties during this co-op
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Document your accomplishments (what did you personally accomplish? How did you contribute to your employer’s goals?)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What were the most positive and negative aspects of the work experience?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What new skills did you acquire during your co-op experience?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How has this work experience had an impact, positively or negatively, on your perception of your field or anticipated career path?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How would you describe your co-op experience in a job interview?
________________________________________________________________________
________________________________________________________________________

**Return signed form to Ali Fell in Career Services: Email: fell@rose-hulman.edu FAX: 812-877-8930 CM15**