

## **Cover Letter Option is open to students in COOP\*4000 ONLY!**

The general idea behind it is to give you a chance to have a professional cover letter reviewed by your faculty advisor. It is a great way to get feedback!

This is a chance to tie in examples of the experience you gained throughout your different co-op positions. You can write a generic cover letter to a fictional future employer or write one for a real job application.

You **do** still need to submit a letter of submittal along with the cover letter. This is a good place to introduce your cover letter and explain whether it is for an actual application or a job you made up for the purposes of the assignment.

As you may recall from your previous co-op work reports, here are the details for your letter of submittal:

### **Letter of Submittal (may be 2 pages)**

A Letter of Submittal addressed to your faculty advisor must accompany your report. It should include three main sections (it is not necessary to include headings in your letter):

#### **Summary of Responsibilities and Duties Performed**

- Briefly describe the organization you worked for, the type of activities the organization performs, and the types of activities you performed during your work term.

#### **Critical Analysis: Quality of Experience**

- Provide a critical analysis of your strengths and successes as well as areas in which you require additional skills, knowledge or experience.
- Discuss achievement of your learning objectives including barriers and opportunities.
- Reflect on ways you might overcome barriers in future jobs setting yourself up for future successful work experiences.

#### **Critical Analysis: Professional Development**

- Identify professional development needs and outline a plan to address them.
- Include clear goals for future work terms and career progression.

COMPLETED FORMS TO BE RETURNED TO:  
 Carie Devitt  
 bscenvpc@uoguelph.ca



**Co-operative Education Evaluation of Professional Cover Letter (Option for COOP 4000)**  
 Bachelor of Science in Environmental Sciences

			4
STUDENT ID NUMBER	STUDENT NAME	WORK TERM SEMESTER	WORK TERM NUMBER

EVALUATED BY	MAJOR	EMPLOYER

OVERALL GRADE (OUT, VG, G, SAT, UNSAT)

**NO PROPOSAL REQUIRED**

**LETTER OF SUBMITTAL AND PROFESSIONAL COVER LETTER**

QUALITY OF CONTENTS: Letter of Submittal	OUT	VG	GOOD	SAT	UNSAT	N/A	COMMENTS
Summary of responsibilities and duties performed							
Critical analysis of strengths and areas for development							
Discussion of learning objectives including barriers and opportunities							
Plan for addressing professional development needs							
Goals for career progression							

QUALITY OF CONTENTS: Professional Cover Letter	OUT	VG	GOOD	SAT	UNSAT	N/A	COMMENTS
Statement of career goal or intention							
Summary of professional skills							
Layout							
Overall Impression							

**EVALUATOR'S COMMENTS (please see back)**

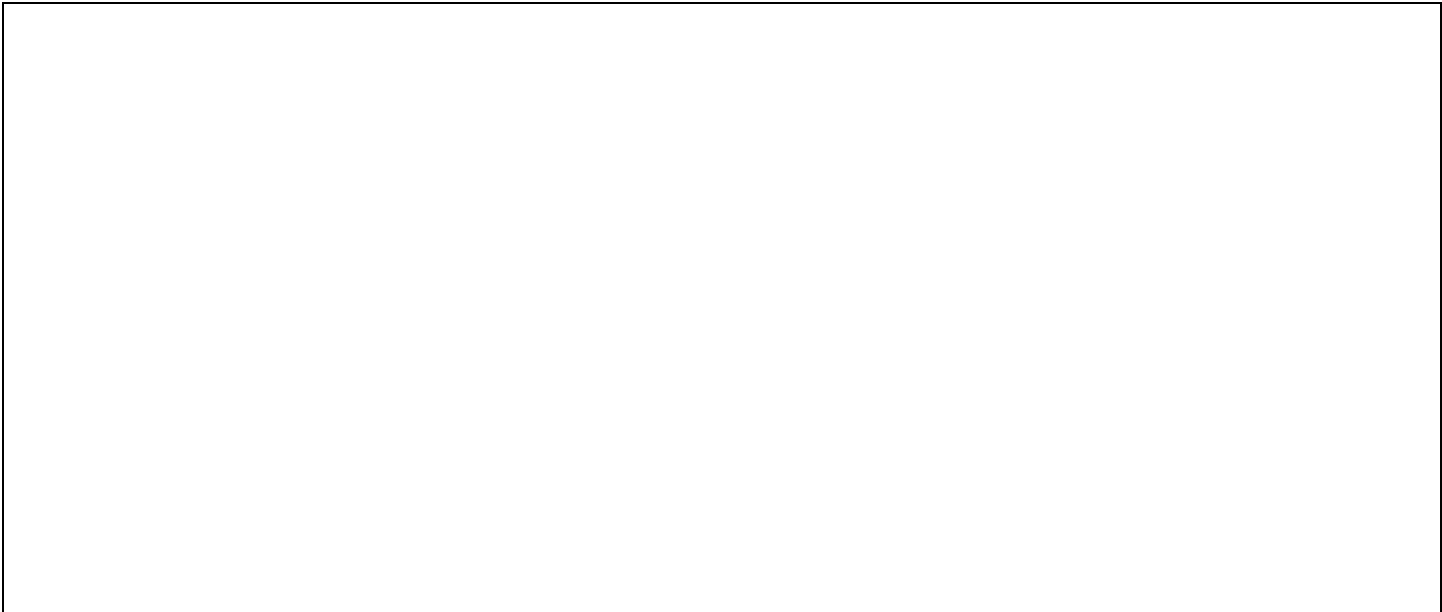
\* EVALUATION GRADE CODES:

OUT – OUTSTANDING 90+%	VG – VERY GOOD 80-89%	G – GOOD 70-79%	SAT – SATISFACTORY 50-69%	UNSAT – UNSATISFACTORY (RESUBMIT) 0-49%
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**LATE SUBMISSION:**

Students that submit their reports late will be penalized.

**EVALUATOR'S COMMENTS**



**\* EVALUATION GRADE CODES:**

**OUT – OUTSTANDING**  
90+%

**VG – VERY GOOD**  
80-89%

**G – GOOD**  
70-79%

**SAT – SATISFACTORY**  
50-69%

**UNSAT – UNSATISFACTORY (RESUBMIT)**  
0-49%