

Co-op + Career portal

APPLYING THROUGH THE POSTING SYSTEM

Once you click APPLY on a job posting, you will be guided through the steps of submitting an application package.

First, choose whether you will apply with an application package that you have already previously created, or whether you want to create a new customized application package.

Job ID: 170819 Accounting Assistant Co-op
AbeBooks - Human Resources and Administration

Job Posting Status: **Approved**

APPLICATION REQUIREMENTS

Your application package must contain the following documents :

Résumé

NOTE: the "application requirements" section on this page will always just say "Résumé." It is important to check the "Application Material Required" section on the job posting for actual requirements!

SUBMIT APPLICATION

APPLY WITH AN EXISTING APPLICATION PACKAGE

CREATE A CUSTOMIZED APPLICATION PACKAGE

Submit Application **Cancel**

OPTION 1.

Selecting “apply with an existing application package” will show a list of all the application packages you have created in the portal (if you have created any)

APPLY WITH AN EXISTING APPLICATION PACKAGE

	Application Package Name	Created On	VIEW APPLICATION PACKAGE	
<input type="radio"/>	Mock interview clinic	Nov 01, 2016 11:35 AM	Download PDF (278.87 KB)	Quick Preview
<input type="radio"/>	x-clinic	Nov 02, 2016 01:23 PM	Download PDF (249.34 KB)	Quick Preview
<input type="radio"/>	bcom mic	Aug 30, 2018 11:52 AM	Download PDF (419.23 KB)	Quick Preview
<input type="radio"/>	BS Application	Oct 31, 2018 01:30 PM	Download PDF (37.36 KB)	Quick Preview

OPTION 2.

To create a new custom application package, create a name for the package and select separate documents for each of the application materials requested. If you need to upload a new document, click the link underneath.

CREATE A CUSTOMIZED APPLICATION PACKAGE

Package Name * :

Cover Letter :

Résumé * :

[Click if you need to upload a new document](#)

Upload a Document

Name

Type

Document

[Upload Document](#) [Cancel](#)

- Select --
- Cover Letter - .pdf
- Résumé - .pdf**
- Transcript - .pdf
- Transcript 2 - .pdf
- Writing Sample - .pdf
- References - .pdf
- Employer Required Form - .pdf
- Other - .pdf
- Other 2 - .pdf

Name your document so you will be able to identify it later, select the type of document, then upload the document from your files.

Once you have uploaded and selected documents for each required type, click “Submit Application.”

You can check back on the status of any jobs you have applied to by going to the **Applications** page, which can be found under the Co-op grouping in the navigation menu.

This is also where you can view/access job description for any posting you applied or clicked "I intend to apply" (which can be helpful when preparing for an interview!)

Home | Dashboard
Job opportunities
Co-op
Co-op dashboard
Job postings
Documents
Applications
Interviews
Competency

Co-op job applications

Applications submitted:
last 30 days

Total Submitted: 2 [View](#)

Status of Applications

Selected for interview 1 [View](#)

Application submitted 1 [View](#)

If you want to change or withdraw your application prior to the application deadline*, you can do so by viewing your applications and clicking "Cancel Application."

Co-op job applications

← Back to Overview

TOTAL RESULTS: 1 DISPLAYING: 1 - 1 [Clear Sort](#)

	Term	Job ID	Job Title	Organization	Division
view Cancel Application	2019 - Summer	170819	Accounting Assistant Co-op	AbeBooks	Human Resources and Adminis

*Once a job posting has closed, you will not be able to cancel your application. Similarly, you cannot withdraw an application that is sent directly to an employer's email or website. If you would like to be withdrawn from a job competition for any reason, please contact your co-op coordinator.