

# COMPUTER SCIENCE CO-OP NEWSLETTER

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Hello summer and farewell spring!

We are pleased to share the first issue of our CSC Co-op Newsletter. You will be receiving this once at the beginning of each term if you are registered in Co-op or WKEX. We hope you find it useful and interesting!

## What's up for this term?

### Special concessions for Summer 2020

#### Work Terms:

- Lowering the minimum weeks for work terms from 12 to 9 weeks (35 hrs per week)
- Last date to start a Summer 2020 work term is July 6<sup>th</sup>
- Remote work terms are allowed

### REMINDERS:

- Found a job and haven't told us? Send us the details so we can register your co-op
- Complete the Co-op Job Access Form to see Summer and Fall jobs on the portal: [uvic.ca/coopandcareer/accessform](http://uvic.ca/coopandcareer/accessform)
- Changed your mind about working this summer? Let us know

## Co-op during COVID-19

Our Co-op Communications Officer has compiled a one stop shop for you with some remote working information, work search tips from Shift into Summer and funding resources, you can find it at <https://www.uvic.ca/coopandcareer/co-op/coop-covid-19/index.php>

**Reach out to your CSC Co-op Coordinator for any assistance you need, we are always here to support you.**

## RESUME TIPS

*Application Tracking Systems* are software tools used by recruiters and hiring managers. Want your resume to be selected? One of our Co-op Coordinators watched a webinar by **Quinnia - The Modern-Day Resume Webinar: Navigating Applicant Tracking Systems**, and shares these dos and don'ts:

#### Do

- ✓ Simple, clean formatting is best
- ✓ Use PDF, and make sure text is not corrupted
- ✓ Ensure dates are right-aligned
- ✓ Separate entries for each work position, even within same company (must include company name for each entry)
- ✓ Commas are preferred over the use of "in" for degree majors and be sure to write "Bachelor" (no 's')

#### Don't

- ✗ Do not include images --> instant rejection!
- ✗ Avoid pie charts or skill "progress bars" or visual ratings
- ✗ Try not to use tables because the software does not parse these correctly. If you do use tables make sure to include bullet points

Here's an example:

#### Do this:

Quinn University, Quinn School of Business  
Bachelor of Science, Accounting

#### NOT this:

Quinn University  
Quinn School of Business  
Bachelors of Science in Accounting