

## Student Guide: Applying to Co-op

### Login to Career360°

- Login to Career360° by visiting [career360.smu.ca](https://career360.smu.ca)
- Click **Students** on the top navigation bar
- Click **Login**, you will be redirected to SMUPort
- Use your S# and password to log-in. You will be redirected back to Career360°

### Dashboard

- On the left navigation bar, click **Co-op**
- Follow the red arrow and click **+ Apply to a Program**
- Click **Apply** on your program

### Application Procedure

- Read through the **Application Procedure** and **Application Requirements**
- Fill in Student Information
- Upload your **Unofficial Transcript** and **Letter of Intent** (instructions on Career360°)
- Sign your application and click **Submit**

### Resume Workshop (Phase II)

- After applying, applicants must attend a **Resume and Cover Letter Writing** workshop with Career and Experiential Learning
- The Co-op office ([coop@smu.ca](mailto:coop@smu.ca)) will be in touch to assign you to your workshop.
- After attending the workshop, you will have a set amount of time to **write your resume**, get it **reviewed by a Career and Employment Coach**, and **Upload** it to a test job on Career360°



**Still have questions?** Please contact Career Services at [coop@smu.ca](mailto:coop@smu.ca) for any further questions and assistance.



4th Floor, Student Centre



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