

First Co-op Sample Editorial Co-op Job Description

Streetwise Media, publisher of BostInno, is looking to turn the local news market on its head. In order to do so, we're building a community-driven local news platform focused on publishing fun, entertaining and opinionated content. As we take on the incumbents in Boston and DC we're looking for news junkies that want to write about the most interesting stories going on in Boston, around the country and across the globe in a fun, entertaining and opinionated way. If this sounds like you and you're passionate about building the next media empire we want you to be our next Editorial Co-op.

Responsibilities:

Assist editorial team with day to day research and content production - Pitch, research, and **produce original editorial content**; Create editorial calendar.

Requirements / Qualifications:

- A great **sense of humor** and the ability to **work well with others**.
- An excellent **knowledge of local and national news** and events.
- A **passion for storytelling**.
- A **self-starter mentality** with the ability to generate your own stories.
- A strong **ability to anticipate market trends**.
- Ability to **work in a fast paced, deadline driven environment** unsupervised or in a team.
- **Experience writing for online publications** or a personal blog is a plus.
- Strong **understanding of social media** platforms (Facebook, Twitter, Tumblr, StumbleUpon, etc.)

To apply, please send resume and cover letter to Kate Bosworth

Stella Fitz

LinkedIn URL | 111-111-1111 | fitz.stel@husky.neu.edu

Dear Ms. Bosworth:

I am writing to express my excitement and to apply for your opening for an Editorial Co-op. I am currently a sophomore English major at Northeastern University and am eager to gain more hands on experience in the publishing world.

I have been **running my own blog**, StellasMusings.com, for over a year. The blog is a lifestyle blog where I post a variety of content, including my take on current issues. As you can imagine, the blog involves a **great deal of research, editing, and storytelling**, and I have significantly developed these skills over the past year. My **knack for creating and presenting** my own content is a skill that I would bring to Bostinnovation. I also have direct **experience on how to engage a readership audience**, something that is demonstrated in the steady growth of readership my blog has enjoyed – I now have over 1,000 daily readers.

In addition to my experience with my blog, I also **served as the editor in chief** for my high school newspaper. My responsibilities included both **finding and producing content** as well as **organizing the paper** and our editorial team. I was responsible for **organizing our weekly meetings** and making sure all **deadlines were met**. In addition, I spearheaded an effort to expand the newspaper's reach into social media by **creating Facebook and Twitter pages** and overseeing regular updates.

I really appreciate your consideration for this role. I'm excited to begin my future in the publishing industry, and I hope I can do so through this role at Bostoninnovation.

Sincerely,

Stella Fitz

Sample 2nd/3rd Co-op Systems Engineer Co-op Job Description

Description:

We are a technology driven water desalination and purification company focused on tackling some of the world's toughest and highest value water treatment challenges.

Co-op:

- **Contribute to** prototype and pilot design
- **Design and fabrication of prototype** and bench top units
- **Design control panel, develop wiring diagram and PLC programming**
- Edit or provide **input to Process Flow Diagrams, Piping and Instrumentation Diagrams** and Process Data Sheets
- Perform **Heat and Material Balance calculations**
- **Develop sizing of process plant equipment** including vessels, tanks, heat exchangers, pumps, and other miscellaneous equipment
- **Prepare and present technical information** within team and to customers
- **Travel to** remote domestic/ international locations to conduct field research
- **Document and communicate experimental results** and other technical data

Requirements:

- Working towards a **Bachelors Degree in Civil, Environmental, Chemical, or Mechanical Engineering**
- Basic **knowledge of heat & mass transfer, thermodynamics, fluid flow**
- Demonstrated ability to **fabricate experimental systems**
- Familiarity with process **simulation packages and analysis tools**
- **Industry or research experience** in one or more of the following areas: heat transfer, kinetics, thermodynamics, mass transfer, and fluid flow
- Familiarity with **design, test and analysis tools** and systems
- Strong **oral and written** communication skills
- Strong **interpersonal and leadership** skills

123-456-7890

Notta Geek

Geek.no@husky.neu.edu

LinkedIn URL

Dear Ms. Farah:

I am writing to apply to your job listing for a Systems Engineer Co-op, which I found through Northeastern's Co-op network. I am a Civil and Environmental Engineering major at Northeastern University and I am eager to gain more practical experience with an innovative and recognized engineering firm like Gradiant.

As a **Civil and Environmental Engineering major** at Northeastern University, I have a solid **knowledge of process stimulation packages, fluid flow, thermodynamics, and heat and mass transfer** as well as practical experience in these areas. During my last cooperative education placement, I had a **successful experience in evaluating fluid flow** at a local water plant. I **conducted field research** in Argentina to **develop a new plan for a local water treatment plant** in collaboration with local engineers. At the conclusion of the project, my supervisor told me that I had some of the **best problem-solving skills** of any co-op he had ever worked with. In addition, I found that those skills were enhanced by working as part of a team and by considering other people's ideas.

Gradiant Corporation is a leader in creating water desalination and purification solutions, while at the same time is a smaller, focused enterprise. **Both of these qualities appeal to me greatly.** I am actively seeking the kind of challenges offered by **working for a technically innovative firm** that is dedicated in its efforts to use technology and innovation to solve problems.

I appreciate your consideration and am eager to discuss the position further with you in an interview. You can contact me at the phone number and email listed above. Thank you for your time and attention.

Respectfully,
Notta Geek