

Cooperative Education/Internships
RESUME AND JOB DESCRIPTION
Butler Community College

RESUME

It is necessary that you have a current resume available at all times. “Current” means that it includes the job you presently hold and is in a form that is presentable to a prospective employer. There are many aids available to assist with your resume. One excellent resource is the Butler Guide to Resume Writing for Students, which is available from your Cooperative Education/Internship Coordinator or the Cooperative Education office. The school and public libraries and Internet also contain many sources of resume information and models.

Include your resume behind this page when your portfolio is submitted at the close of the semester.