

SUMMATIVE EXIT PORTFOLIO

Worth 10/30 of your summative mark and 10% of your final course mark.

A) Updated Resume & References / 20 marks

Update your resume so that it reflects and includes your Co-op experience (as well as any other new jobs/skills earned this semester through school, volunteer activities, part-time jobs, Service Excellence, Working at Heights Training, any Badges earned through the ONTAP training system, etc.). Add your Co-op experience just as you did your other experiences (dates, job title, business name, city, bulleted points outlining your key tasks). Be sure to indicate that the experience was part of the Co-operative Education Program. Also, update your 'skills' section as needed. Finally, update your references so that they now include your Co-op supervisor. Be sure to ask their permission and accurately get all of his or her contact information.

B) Employer Thank-you Letter / 20 marks

When your Co-op experience nears completion, etiquette dictates that you should thank your employer for investing in you and providing you with your Co-op experience. Use the checklist below to ensure you fulfill the requirements. As far as formatting the letter, use the 'Amy Bluevale' cover letter template found on the BCI Co-op website under 'Students' > 'Pre-Placement Resources'.

- Date

- Supervisor's name
- Business name
- Business address
- Business postal code

- Dear: <Supervisor's Name> (likely fine to use their first name now if that's what you've been using)

- Body of letter...
 - Say 'thank you' for the experience
 - Provide at least three examples of things you enjoyed/learned
 - Provide at least two specific examples of how your supervisor helped you
 - Include a 'hi-light' from your Co-op experience
- Use 'Yours Sincerely' at the bottom before your signature



The Thank-you letter will be submitted to your teacher as part of your summative Exit Portfolio assignment. For your actual 'thank-you' for your supervisor, you can certainly give them the letter, but if you feel more comfortable giving them a hand-written thank-you card instead (or as well), that is fine. Be very careful with your spelling and grammar.