

JOB PROFILE ASSIGNMENT

Date Due: _____

Mark = /20 (Communication)

Purpose of the Assignment:

The purpose of this assignment is to create a one-page profile of your Co-op placement so that a student who may be interested in your placement in the future would have a good idea as to the type of business it is, and some of the tasks, which are involved at your Co-op.

Re-create the below sheet using an Arial 12 point font and answer the questions provided. You may wish to write out your answers on the template below, and then type it out. You are only re-creating what is below this line.

Job Profile

Completed by: _____
Your name goes here

Business/Organization Name:	
Address:	
Phone Number:	
Contact Person: (Employer)	

Hours of Work...

Number of Employees...

My first impression of this Co-op placement was...

While at my Co-op Placement, my duties include...

By the end of the semester I hope to complete the following tasks OR be granted additional responsibility in the following areas...

The most interesting aspect of my Co-op placement is....

This Co-op placement best relates to the following school subjects...

Reasons why I would/would not recommend this placement are as follows...

By taking a co-op course I have changed because....

Student Signature

Date