Co-Curricular Record

Student Tip sheet

How do I professionally introduce my CCR experience into my job search/job application/job interview in a way that employers will see it as a valuable experience?

Here are some ways you can introduce your CCR experience into your job search:

The Resume and Cover Letter

- It is recommended you list your CCR experience under the section of the resume that reflects the nature of the CCR activity.

    Example 1: Activity within your academic program but not for academic credit, you might want to list it under your Education Section.

    Example 2: If it was community engagement in nature, you may want to list it under your "Volunteer" section.

- Mention your CCR experience on your cover letter if the experience supports your employability for the position you are applying to. **Explain the** required skills developed rather than the tasks completed.

Job Interviews

- When preparing your success stories for a job interview do not overlook using your CCR experiences for a story. CCR experiences provide a wide array of examples that will demonstrate your employability skills

- Refer to the reflections you wrote while participating in your CCR activity, to help you identify success stories that employers will be interested in hearing about

Job Applications

- If a job application provides space for additional documents to be attached you may want to include your CCR record as one of those documents, particularly if you are using your CCR experience to support your qualifications for the job

Portfolios

- If you have a career or job search portfolio incorporate your CCR experiences under the appropriate section(s).

- Refer to your resume as a guide to help you determine where you want to place your CCR experiences in your portfolio.

Benefits of Co-Curricular Involvement:

1 Promotes an all-rounded education by providing opportunities to participate in Co-Curricular activities that help foster and hone skills that can be transferred into employability skills.

2 Improves networking skills and develop new working relationships within the on-campus and off-campus community.

3 Provides a competitive edge during the job interview process as students are able to reference and discuss Co-Curricular involvement.

4 Pivotal in helping students acquire relevant professional work experiences and core employability skills that can be leveraged in an active job search.

How can I connect my CCR experience to the job I am applying to?

1 Identify the learning outcomes/competencies you developed during your CCR participation

- Make a list of the learning competencies you developed during your participation in the CCR activity.

- Write down at least two examples of how you demonstrated that competency during your participation. **Hint:** Use the following format: situation, action, result.

- **Reminder:** while participating in a co-curricular activity, you had the opportunity to demonstrate skills in every task you were involved. For example, if you organized fundraising events you likely demonstrated skills in leadership, communication, and creative problem solving. The skills you demonstrated in all these activities are considered transferable skills that employers are interested in knowing about in the job interview (it's not about the job title you held, it's about what you did!).

2 Identify the key skills, competencies and experience required listed in the job description

- If you don't have a job description then research the job title using the Canadian National Occupation Classification.

3 Compare your CCR experience learning outcomes/competencies list to requirements and competencies required for the job you are interested in applying to

- You can use this to help you write your resume and prepare for a job interview

4 Connect with your institution's career services department for assistance.

- Career service can assist you with identifying the employability skills and experiences that you developed through your CCR experience.

- They can guide you in writing your CCR experience on your resume and how to reference your experiences in your job interviews.

- CCR offers students with diverse opportunities to engage in activities identified as fostering learning through personal and professional growth.

- Allows students to build employability skills and enhance transferable skills beyond the student's academic transcript.

- Promotes Co-Curricular recognition, students submit their involvement in co-curricular activities to their institution's CCR official or CCR activity supervisor for verification.

- An official institutional document that validates a student's achievement and involvement through various recognized categories identified by the academic institution.

How can I describe what is co-curricular record programming to an employer?