



A student  
guide for  
using your  
co-curricular  
record (CCR)  
experience  
in your job  
search.

### Q: How do I explain what a CCR is?

A co-curricular record is an official Sheridan College document that formally recognizes a student's participation in a learning opportunity that takes place outside of academic studies; the experience does not appear on the academic transcript.

### Q: How can I use my CCR experience in my job search?

Include your CCR experience on your resume, cover letter and portfolio as well as LinkedIn profile if appropriate. List your CCR experience under the section of the resume and portfolio that reflects the nature of the CCR activity.

### Q: How do I explain to an employer what a co-curricular record is?

CCR activities support students with developing their core employability skills and experiences. These experiences are not a part of academic studies and it is not mandatory to participate.

### Q: When do I talk about my CCR experience in a job interview?

When preparing your success stories for a job interview use your CCR experiences for a story; your CCR experiences can provide you with examples that demonstrate such employability skills as problem solving, collaboration and effective communication.

### Q: Can Sheridan's Career Centre services help me to incorporate my CCR experience in my job search?

**Yes!** Contact us directly at Sheridan's Career Centre.

905-845-9430, ext 2533 | [careercentre@sheridancollege.ca](mailto:careercentre@sheridancollege.ca)

**Oakville:** Room D103 | **Brampton:** Room B230 | **Mississauga:** Room A247