



MASTER OF PUBLIC POLICY AND GLOBAL AFFAIRS (MPPGA) CO-OP APPLICATION CHECKLIST 2017/2018

Submission Process

To apply for the Master of Public Policy and Global Affairs (MPPGA) Co-op Program, you must complete and submit the following application documents by 4:00 pm on Wednesday, October 11, 2017. Late and/or incomplete applications will not be considered.

Step 1: Submit an online application form

- Complete an application form at <https://arts-ubc-csm.symlicity.com/students>.
- Complete the form in one session. Once you submit your online application, your responses cannot be revised.

Step 2: Email your application documents

- Email documents below in ONE PDF to Isabella Squarisi at isabella.squarisi@ubc.ca by 4:00 pm on Wednesday, October 11, 2017.
- PDF document filename must be “MPPGA-[last name]-[first name]-[student number].pdf” (eg. “MPPGA-Fan-Jamie-12345678.pdf”)
- Email subject line must be “MPPGA Co-op Application 2017/18”

1. A typed, standard application cover letter (max 1 page)

- In your cover letter, please provide developed responses to the following:
 - Why do you want to be in the Co-op Program?
 - Why should you be accepted? (Discuss the skills, attributes, and experience you would bring to the program, and to the employers who hire Co-op students.)
 - What are your career goals, and how will Co-op assist you with those career goals? Please be as specific as possible.
 - What specific Co-op work experiences are you interested in gaining through your Co-op work terms? How would the Co-op Program enhance your academic studies? Please provide names of specific employers if possible.
- Your cover letter should be addressed to:
Julie Walchli, Director
UBC Arts Co-op Program
Buchanan C121 - 1866 Main Mall
Vancouver, BC V6T 1Z1
- For cover letter guidelines/tips, refer to UBC Student Services’ Build My Career web section (<http://students.ubc.ca/career>), and customize your letter to highlight your writing style and experiences.

1) A resume (max 2 pages)

- In your resume, please consider including the following items:
 - Previous and current work experience and duties explained
 - Previous and current volunteer experience and duties explained
 - Any special skills/accomplishments you think an employer would be interested in knowing (e.g. music, athletics, memberships to associations, scholarships, special projects, etc.)
 - Other extra-curricular activities
 - Other languages and your degree of fluency
 - Specific writing skills (for example: specific courses, work samples, publications, etc.)
 - Research and computer skills (list the computer programs you are familiar with), such as:

MS Word	MS Excel	MS Outlook	MS Access	MS PowerPoint
Databases	HTML	Dreamweaver	WordPress	SPSS
Illustrator	Photoshop	InDesign	GIS	Other?

Evaluation Criteria: For both the cover letter and resume, you will be evaluated on the professionalism of your format/style, content, coherence of writing, and correctness of mechanics (grammar/spelling).



- 2) References** – Contact information for 2-3 references who are able to speak about your professional attributes, skills, and experience. Please submit these on a separate page from your resume.

Eligibility

All first-year MPPGA students, including international students, starting their program in September 2017 and in good academic standing are eligible to apply to the 2017/2018 MPPGA Co-op Program.

We also ask that you are able to attend a mandatory all-day orientation and conference on Friday, January 12, 2018 from 9am-4pm at UBC (Vancouver).