

Co-op Position Paper

Include the following information when completing paper

- Name of Hotel, Restaurant or Property
- Location
- Person who hired and trained
- Hours per week
- Salary
- Employment Period
- Job Title
- Employment Responsibilities

Content of Paper

Objective:

- Information about the property - history, ownership, etc
- Services provided
- Promotional and advertising activities

Subjective:

- Your relationship with superiors, co-workers, customers/clients
- Your growth in this position - goals achieved, etc.
- Positive and negative aspects about this experience.
- Traits you found or developed in yourself both professionally or personally
- Your goals with this company
- Professional goals and how this experience affected them

Anything else you wish to add or discuss