

Auburn University

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Cooperative Education (Co-Op) Program
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May 11, 2004

MEMORANDUM

TO: Auburn Co-Op Employers and Prospective Employers

FROM: Kim Durbin, Director
Cooperative Education Program

SUBJECT: **Co-op job openings with your organization**

Please communicate to us your upcoming co-op openings by completing the attached *Co-Op Vacancy Form*. Now is the time to let us know of your upcoming Fall 2004, Spring 2005 and Summer 2005 term co-op vacancies. Auburn University is not scheduled to have a Co-Op Interview Day this Summer Term, but will be referring applications to employers through the mail.

For best results, we ask that you return the attached form by Friday, May 21, 2004. As soon as we identify qualified co-op applicants interested in employment opportunities with your organization, we will refer their credentials to you via mail.

For those of you who like to plan ahead, please mark your calendars and join us on the Co-Op Interview Days indicated below:

- * Summer Term - No Co-Op Interview Day Scheduled**
- Fall Semester - Thursday, October 14, 2004**
- Spring Semester - Tuesday, March 1, 2005**

* **Note:** Auburn University will not be hosting a Co-Op Interview Day during the Summer. In today's competitive job market, the majority of eligible co-op candidates accept employment opportunities by way of interviewing during the regular academic year. As a result, fewer candidates are seeking co-op employment during the summer term.

We **very much appreciate** your interest in and support of the Auburn Co-Op Program.

Enclosure

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