**2025 Summer Co-Op Application Process**

**\*Applications cannot be submitted using a cellular device. Resumes are not accepted. \***

1. Go to:<https://www.governmentjobs.com/careers/wvdot/jobs/4639516/transportation-co-op-statewide?pagetype=jobOpportunitiesJobs>
2. Click on the green **[Apply]** button.
3. This will bring you to the **“Sign In to Apply”** page.
   1. If you already have an account, please skip steps 4 through 7.
4. If you don’t have an account yet, click on **“Create an account.”**
5. Fill out the email, username, and password for the account.
   1. **Make sure to use an email that is checked regularly.**
6. Once the email, username, and password are created, your master profile must be filled out.
7. Please complete the following sections entirely.
   1. General Information
      1. In the objective box:
   2. Please list three districts / divisions that you would like to work in.
      1. If there is a specific district or division that you must have (doing a semester of college in the summer, living close to a district / division and can’t travel, etc.) please let us know.
   3. Work Experience
      1. Ensure your complete work experience information is accurate.
         1. **If you've been a previous WVDOT Co-op, please put it on your work experience.**
   4. Education
      1. Attach your transcripts (official or unofficial) that have the completed Fall 2023 semester classes and the upcoming Spring semester classes.
   5. Attachments
      1. Attach a photo of your driver's license to your application. If you missed this step, please mail your driver’s license to:
         1. Desiree Runyon, Room A-450, Building 5, 1900 Kanawha Blvd. E., Charleston, WV 25303
         2. **Due to your driver’s license being PII, please do not email it to us.**
8. Continue following the application process prompts.
9. To submit your application, simply click on the green **[Apply]** button.
10. Once you have submitted your application, you will receive an **“Application Received”** email from Government Jobs, confirming your application has been submitted correctly.
11. Within two weeks, you will receive a welcome email letting you know that we will need your transcripts as soon as you get them in December.

**Tip #1:** If you are interested in a division in Charleston, you will be responsible for finding a place to stay. Sometimes a college will work with us and rent out dorms to our Co-ops; however, it is to their discretion if they choose to and how much they charge. We will know more information about this option closer to April 2025.

**Tip #2:** Sometimes our agency emails will go to spam or junk mail. We highly encourage you to check these folders regularly.

**If you require any assistance, please contact DOT Career Services and Recruiting section by calling our office phone number (304)205-6063 or by emailing us at DOTRecruiting@wv.gov.**