**2026 Co-Op Application Process**

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

1. Go to:
	1. https://www.governmentjobs.com/careers/wvdot/jobs/5049539/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
	2. 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.**
	3. Education
		1. Attach your transcripts (official or unofficial) that have the completed Fall 2025 semester classes **AND** the upcoming Spring semester classes.
	4. Attachments
		1. Attach a photo of your driver's license to your application.
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’ll receive a welcome email with instructions to submit your transcripts as soon as they become available in December.

 **Tip #1:** If you are interested in a Division position in Charleston, you will be responsible for your own housing. At times, colleges may rent dorms to co-ops, but this is at their discretion, and rates may vary. More information about this option will be available closer to April 2025.

 **Tip #2:** Our emails may occasionally land in your spam or junk folder. Please check these folders regularly to ensure you don’t miss important updates.

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