

2024 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/4352066/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.
 - a. 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.
 - a. 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.
 - a. General Information
 - i. In the objective box:
 1. Please list three districts / divisions that you would like to work in.
 - a. 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.
 - b. Work Experience
 - i. Ensure your complete work experience information is accurate.
 - ii. Include detailed job duties and responsibilities.
 - iii. Hours worked per week.
 - iv. Salary
 - v. Supervisory Experience
 - c. Education
 - i. Attach your transcripts (official or unofficial) that have the completed Fall 2023 semester classes and the upcoming Spring semester classes.
 - d. Additional Information
 - e. References
8. Continue following the application process prompts.
 - a. Make sure you answer all the required Agency Wide Questions and Supplemental Questions.
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.

Tip #1: If you are interested in a division in Charleston, but need a place to stay, there are two colleges that will normally rent out their dorms to state agencies' co-ops and interns. If you are interested in this option, please list it in the objective box. This way, when we know more information about whether they are going to reopen it this year and where to apply for the dorms, we can share the information with you.

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.