CAREER CENTER + handshake

Student Best Practices
for using Handshake

Stand out!

Employers search and message students on Handshake - help them find you! **Complete your profile and make it public.** Make sure these fields are complete (employers can filter by them): in Education - GPA, major(s), time period end date (graduation date); in User Settings - school year. **Post a public resume to be more visible.** Upload your resume in Documents and select visible.

Explore Events!

Handshake is your one-stop-shop for all career events. **Check out the Events section** and mark your calendars! You'll find details on company info sessions, networking events, workshops, career fairs, and much more. You can even see which employers are attending the career fair and what they're hiring for.

Find Your Dream Job!

Handshake is the #1 place for Cal students to apply for jobs, internships, and other employment opportunities. **Use the filters** (don't just rely on keyword search) to find the best fit for you. Most helpful filters: function, industry, job type, location, salary type, and work authorization. Favorite jobs to get notifications about deadlines. **Save your searches** to save time in the future. **Make sure you're qualified** - ensure GPA, major, school year, and time period end date (graduation date) in your profile are accurate. **Favorite jobs and employers** to get notifications about their deadlines and upcoming events.

Stay in the Know!

Sign up for CareerMail under Career Interests. Don't miss out on critical info about career resources, news, events, and deadlines. Get curated and timely information about your areas of interest by subscribing to CareerMail - weekly emails hand-crafted by the Career Center.

Get Customized Support!

Gain clarity on your career interests, work on your resume, prep for interviews, review job offers, or discuss other career questions you have. **Explore the Resources section** to access exclusive databases and learn about various jobs, industries, interview tips, resume templates, and more. Some student favorites: Vault.com, GoinGlobal, and the Job and Internship Guide. **Book an appointment** to talk with a counselor who specializes in your major and interest area.

Login Today! handshake.berkeley.edu