

Hello,

*[Fill in this introductory paragraph with your university's COVID-19 plan. For example: "We hope you're safe and healthy in light of the spread of COVID-19. Our first priority as a university is to make sure you stay healthy and safe in the weeks to come by following the plan distributed by our University on X date."]*

We know that many of you are thinking about future internships and jobs—and aren't quite sure what to do now that in-person events from the [YOUR CAREER SERVICES CENTER] are being canceled. We're here to reassure you that just because most work is moving online, it doesn't mean you need to stop planning internships, engaging with potential employers, and applying for jobs.

This email and its attachments are a guide to how to leverage some of the systems we use at [YOUR UNIVERSITY CAREER CENTER] to continue to actively explore career opportunities *without* coming to campus.

- **Attend online events:** To the greatest extent possible, we are shifting all employer events online. Simply [follow this link](#) to head to the events page in Handshake and search for events marked as a "virtual session" event type.
- **Schedule career center appointments via video chat or phone:** Don't miss out on appointments. These sessions can be hosted virtually or by phone. Head to Handshake to [schedule an appointment](#). Once you've selected your appointment category and type, you'll see an option to select your appointment medium in the upper right corner of your screen. Click to see if the appointment you're scheduling can be hosted remotely.
- **Learn from your peers:** Read the over 100,000+ employer reviews on Handshake to learn more about what it's like to intern or work at a specific company. Or, use Peer Messaging to chat with alumni or other students with your major, or even to conduct informational interviews online. [Check out this guide out to learn more about how to learn from other students on Handshake.](#)
- **Fill out your online profile:** Did you know that 80% of students who fill out location preferences, job role preferences, and job type preferences receive a message from an employer? It's a simple step, but a really effective way to start engaging with potential employers online. [Here's a quick guide to getting the most out of your Handshake profile.](#)
- **Follow employers you're interested in:** By following an employer, you'll be alerted when they post an upcoming online event.

If you have any questions, please don't hesitate to reach out and we will try our best to make sure you have all the resources you need to continue to plan for your future with our help.