



CAREER SERVICES

# Creating a Handshake Account

## WHAT IS HANDSHAKE?

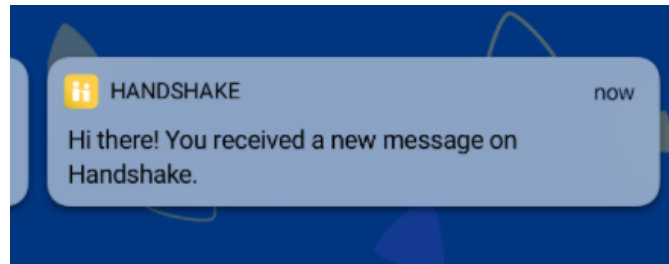
Career services management platform that allows students to connect directly to employers, attend recruiting events, and utilize other Career Services resources.



- #1 way college students get hired
- Handshake partners with 500,000+ employers
- Partners with all Fortune 500 companies
- Employers host virtual recruiting events and informational session via Handshake
- Handshake allows you to store important documents (resumes, cover letters, unofficial transcripts, letters of recommendation, etc.)
- Even after you graduate, you will have access to your Handshake account
- **70% of seniors using Handshake get direct messages from employers**

WHY USE  
HANDSHAKE?

GET  
STARTED



Hey Ari,

Great news! Methodist University is now partnering with Handshake, your new career management platform, to help you discover new career paths and find amazing jobs and internships.

We understand students can be busy, so we've pre-populated some basic information on your profile for you. Go ahead, claim your account, and let's get this career thing figured out!

Best,

Methodist University Career Services

[Claim Your Account](https://methodist.joinhandshake.com)



<https://methodist.joinhandshake.com>

ENTER YOUR  
MU STUDENT  
EMAIL & VERIFY  
EMAIL  
ADDRESS



Please sign in with your .edu email for  
Methodist University

Next

[Need help?](#)



**Welcome, Ari**

Click below to set up your account.  
You will receive a verification email to create a  
password.

Get Started



**Almost there!**

Please check your email to set your password.



Hello Ari,

We have received your request to set your password.

Please click the following link to set your password: [Set My Password](#)



If you did not request to set your password, please disregard this email.

Thank you,  
The Handshake Team

## Create your password

Next



## Success

Your password has been successfully changed.  
Click below to sign in.

Sign In



SIGN IN &  
CONFIRM  
ACADEMIC  
INFORMATION

## Welcome back, Ari

Please enter your password to sign in.

Sign In

[Forgot your password?](#)

Keep me logged in



Join 9+ million students and kickstart your career.

Studying

Biology

and

Healthcare

at

Methodist University

and graduating

May 2026

I agree to receive marketing messages, including promotions and special offers from Handshake

I agree to the [Terms of Service](#) and [Privacy Policy](#)

Get Started




By activating your account, you acknowledge that you will receive emails about job and other opportunities on Handshake. You can unsubscribe from these at any time.




Get the most out of Handshake by updating your profile visibility

  **Community**

 Employers

 Private

- ✓ You can message students and alumni with similar experience
- ✓ You can receive messages about job opportunities from potential employers
- ✓ You can browse jobs and other resources from Handshake or your school

 Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities.

Done

SELECT SETTING  
PREFERENCES



A red speech bubble graphic with a white outline, containing the text 'PERSONAL INFORMATION & JOB PREFERENCES'. The bubble has a tail pointing downwards and to the left. The background features faint, concentric circles and a vertical line.

PERSONAL  
INFORMATION &  
JOB  
PREFERENCES

- Pronouns
- Race/Ethnicity
- Job Type (internships, part-time, full-time, etc.)
- Areas of Interests
- Geographic Locations
- GPA - "make visible" or Skip

# PROFILE INFORMATION

## Where have you worked or volunteered?

Where did you work?

CVS Health

What was your role?

Type your job title

Save

- **Work and Volunteer History**
- **Relevant Coursework**
- **Clubs and Student Involvement**

JOB INTERESTS

## Which jobs seem interesting?

Help us personalize your job recommendations.




### Internship in Research (Undergraduate & Masters)

1 / 10

Dimensional Fund Advisors

 Full-Time Internship

 Charlotte, NC and 1 more

Interested

Not Interested

Submit



PROFILE  
COMPLETE...BUT  
YOU'RE NOT  
DONE

## Steps to success you can take today

### Attend an event

Learn more about employers or roles you're interested in, directly from the source.



### Follow 2 new employers

Be the first to know when an employer posts a new job or hosts an event.



Methodist University Career Center →

[View your school's resources](#)

### Based on Job Roles You're Interested In

The screenshot shows a navigation menu with the following items: Messages, Career Center, My Profile, My Jobs, My Interviews, My Documents, My Career Interests, My Reviews, Notifications, and Settings. Red arrows point to 'My Profile', 'My Documents', and 'Attend an event' (which is partially visible at the bottom of the menu).

# NOTIFICATION SETTINGS

Messages Career Center TV

- My Profile
- My Jobs
- My Interviews
- My Documents
- My Career Interests
- My Reviews
- Notifications
- Settings

Find an event  
More about employers and roles  
Source.

Notification Preferences

Account Information  
Notification Preferences

### Instructions

Handshake allows you to receive notifications when various activities occur that you are interested in knowing about. Choose what and how you want to be notified for the various activities below.

General	Email	Notification	Push (Mobile)
Information and updates to help me get the most out of Handshake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing messages including promotions and special offers from Handshake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An employer associated with an application I've submitted has been removed for a violation of our Terms of Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Events	Email	Notification	Push (Mobile)
An event that I joined is updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am moved off of the waitlist and registered to attend an event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I am invited to an event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer is hosting an info session	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Upcoming events I've joined	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# UPLOADING DOCUMENTS

The screenshot shows a dark blue navigation bar with 'Messages' and 'Career Center' tabs. A dropdown menu is open under 'Career Center', listing options: My Profile, My Jobs, My Interviews, My Documents (highlighted with a red arrow), My Career Interests, My Reviews, Notifications, and Settings. Below the menu, there is a section titled 'Find an event' with a subtext: 'Learn more about employers or roles you're interested in, directly from the source.'



The screenshot displays a document management interface with four sections: Resumes, Cover Letters, Transcripts, and Other Documents. Each section has a header, a table of existing documents, and a prompt to upload more documents. The 'Resumes' section includes a table with columns for Name, On Profile, and Date Added. A red arrow points from the 'My Documents' menu item in the previous screenshot to the 'Add New Document' button in the Resumes section.

Name	On Profile	Date Added
<a href="#">Ariana_Resume_4.6.21.docx</a>	<input type="radio"/> Visible	September 9th 2021

UPLOADING  
YOUR RESUME

**\*Only feature your resume  
if it is ready for employers  
to review!\***



## Resume Template

Resume, uploaded September 9th, 2021

Feature on Profile

document.pdf20210... 1 / 1 - 55% + [Icons]

1

First Name Last Name  
City, ST Zip  
Phone Number / Email Address

**OBJECTIVE** (optional)  
Experienced management professional seeking position as a *Insert Position* with *Insert Organization* in which my education and experience contribute to professional and organizational growth.

**EDUCATION**  
Methoda University Fayetteville, NC Month Year  
Bachelor of Science in *Insert Degree*

*Honors and Awards:*

*Languages:*

**RELEVANT SKILLS/CERTIFICATIONS** (optional - should be relevant to your industry)  
• Example: Certified Emergency Medical Technician (EMT)  
• Example: CompTIA +  
• Example: OSHA Confined Space Entry Certification

**PROFESSIONAL EXPERIENCE** (reverse chronological order)

*Employer name* | City, State Month Year - Present  
*Position Title:*  
• Day or responsibility (present verb tense if current position; past tense for other positions)  
• Day or responsibility (use <https://www.manual.org> for assistance with bullets)  
• Day or responsibility  
• Day or responsibility

*Employer name* | City, State Month Year - Month Year  
*Position Title:*  
• Day or responsibility (use <https://www.manual.org> for assistance with bullets)  
• Day or responsibility  
• Day or responsibility  
• Day or responsibility

**VOLUNTEER EXPERIENCE & COMMUNITY ENGAGEMENT**  
(For volunteer work, please include the name of the organization. Include whether you held a position in the organization.)  
• Fayetteville Urban Ministry | *Lead Volunteer*  
• Cumberland County Schools | *PTA Technology Chair*

## Document Information

📅 Doc uploaded September 9th, 2021 11:07 am

📄 File Size: 18.9 KB

Delete Document

Edit Document

Build Profile from Resume



# USING HANDSHAKE TO NETWORK



Jobs Events Employers

## Located in the Top Left Corner

- Jobs: Search for internships and FT/PT jobs
- Events: Attend informational sessions or career events hosted by employers
- Employers: View employer profiles, reviews from students, and contact information for recruiters



SEARCHING FOR  
JOBS/INTERNSHIPS

The screenshot shows a job search interface with a 'Filters' modal open. The modal is titled 'Filters' and has a close button (X) in the top right corner. It is divided into two main sections: 'Job Role' and 'Industry'. Under 'Job Role', there is a search input field with the placeholder text 'Type to search...'. Below this, there are several job role categories in pill-shaped buttons: 'Biologists', 'Microbiologists', 'Physician Assistants', and 'Emergency Medical Technicians and Paramedics'. Under 'Suggested', there are two more categories: 'Software Developers and Engineers' and 'Business Analysts and Management Consultants'. Under 'Industry', there are two categories: 'Military' and 'Human Resources Specialists'. At the bottom of the modal, there is a 'Clear' link on the left, the text '67 jobs found' in the center, and a 'Show results' button on the right. The background shows a job listing for 'Musculoskeletal Injury and Human Performance...' at 'Oak Ridge Institute for Science...' in 'Natick, MA'.



The screenshot shows a job search interface with a 'Filters' modal open. The modal is titled 'Filters' and has a close button (X) in the top right corner. It is divided into three main sections: 'Suggested', 'Employer preferences', and 'Work authorization'. Under 'Suggested', there are two categories: 'Biology' and 'Healthcare'. Under 'Employer preferences', there is a checkbox labeled 'Match all employer preferences' with a dropdown arrow. Under 'Work authorization', there are two checkboxes: 'Will sponsor or doesn't require US work visa' and 'Accepts OPT/CPT'. At the bottom of the modal, there is a 'Clear' link on the left, the text '60 jobs found' in the center, and a 'Show results' button on the right. The background shows a job listing for 'Ecological Modeling Research - Master's'.

DO YOU MEET THE  
QUALIFICATIONS?

& CONTACT  
RECRUITERS

Location Full-time job **Internship** Part-time On-campus **All filters**

downstream processing, and biochemical analysis of the products of organisms modified using the techniques of synthetic biology at varying

[View full description](#)

**You match some of Oak Ridge Institute for Science and Education's candidate preferences**

Employers are more likely to interview you if you match these preferences:

- ✓ GPA
- ✓ Majors
- ✗ School Year
- ✓ U.S. Work authorization


Employer requires work authorization.

Application deadline	Posted date	Estimated salary
<b>December 31, 2021 11:55 PM</b>	<b>June 8, 2021</b>	<b>\$45,239.00 Per year</b>

US work authorization  
**Required**

 [Apply Externally](#)

**Learn more about this job**

 **Elizabeth Fordham**  
Human Resources Generalist [Send a message](#)



WHAT CAN  
EMPLOYERS SEE?

□ Taylor Vann

Methodist University  
Education, GPA: undefined

📅 No Experience Listed

👤 No Involvement Listed



Employers can search by:

- Major
- School Year
- GPA (only if visible)
- Name (if they want to view your profile)

Employers can message you directly!

DOWNLOAD  
THE APP!

Open the Mac App Store to buy and download apps.



## Handshake Jobs & Careers 4+

#1 Job App for Students

[Stryder Corp.](#)

Designed for iPhone

#77 in Business

★★★★★ 4.8 • 42.1K Ratings

Free



## Handshake Jobs & Careers

**Handshake (Stryder Corp.)** Business

★★★★★ 2,328

Everyone

⚠ You don't have any devices

Add to Wishlist

Install