

This is Eastern Michigan University's Career Corner, and welcome to season two: Finding Your Fit.

Welcome back to the Career Corner podcast. April Calkovsky here back for another episode. Last week, we heard all about experiential learning, internships, and co-ops from Barb and Logan. And Logan is back this week to join me as we chat about a Handshake and how it not only helps you to find the opportunities discussed in last week's episode, but also open up the doors for your personal career development.

That's absolutely right, and Handshake really is such a powerful tool when it's used entirely. And April and I are going to chat about how you can do that today. Now, for our listeners that haven't heard of handshake, it's similar to LinkedIn or another social media site. However, it's a tool created just for universities that help students get connected with employers, events, opportunities, and career staff like April and I.

As we know, building connections is an important part of career development, and handshake can help in that aspect. But before getting into building relationships, it's essential that your foundation and building blocks are set and ready. The best way to do that is to fully fill out and create your Handshake profile, and ensure that it is up to date and correct with no mistakes or grammatical errors. Some important things you'll want to include are a professional headshot, your GPA if it is 3.0 or above, your major and minor or concentration, at any past work or volunteer experience. This way, if an employer were to look your profile, they would be able to quickly learn more about you and your background.

Yep, and another thing you want to make sure is complete is your career interests. This can be done by clicking your initials, or picture in the top right corner, and choosing career interests from the dropdown list. By completing this section, you're not only letting the employers know which type of jobs and internships you're looking for, but you're also telling Handshake what opportunities to add to your unique algorithm so your search results stay relevant to you. As your interests and needs change, we always recommend revisiting these settings and adjusting them as needed.

Speaking of jobs, Logan, would you be able to go over how a student could utilize Handshake to look for a job or internship?

Absolutely. So all of our on campus jobs are actually posted directly on Handshake, but there are thousands off-campus and worldwide employers that hire right through Handshake. By going to the

Jobs tab at the top of the screen, you'll be able to search and filter through opportunities that match your interests. Like any other job search platform, you'll simply put the job title, or any keywords in the search bar, enter a preferred or desired location, and get your results immediately.

Handshake also has an advanced search tool that allows you to search by industry, majors, job function, mileage range, job type, whether you're looking for an internship versus full time. So by using filters and switching up your keywords, Handshake will provide you with hundreds, if not thousands, of opportunities right there for you to apply to. And the best part is you can apply directly on Handshake.

That's right, Logan. Handshake allows you to upload your application documents and submit your application directly on the site. And if your application materials aren't drafted yet or need a little bit more work, that's where we at the UACDC can help. First, in Handshake, we've uploaded sample resumes and cover letters for you to use as guides as you create your documents. Find them under Career Center and then Resources.

Secondly, we're trained to help you create application materials so that you are prepared, confident, and ready to apply. You can chat with one of us by making an appointment under the Career Center tab on Handshake, or you can click on your initials or image on the top right corner, and choosing documents, you can upload your application materials. When you upload your documents, a member of the career staff will review them and send you a message directly with personal feedback and recommendations within 24 to 48 hours.

So, April, switching gears and talking about another awesome resource on Handshake is our Events tab at the top. So April, do you want to share what students might discover under the Events page on Handshake?

Of course, Logan. Our Events page pretty much speaks for itself. If there is a career-related event taking place on campus, you can bet it will be on this page. This is where you can get the inside scoop and register for all of our upcoming events such as employer virtual sessions, on-campus expos, career fairs, job and internship fairs, meet-the-firm sessions, and more. Especially now that events are mostly virtual, you'll want to make sure you register so the virtual session links and any other important information is set directly to you and you don't miss it.

And if you need help preparing for those upcoming sessions or virtual events, we're here to help. As we wrap up this discussion today, we know that sometimes, writing a resume, or finding what

keywords to use to maximize your search results, and just navigating a new platform altogether, can be really difficult. You can chat with a member of our career staff by calling our office at 734-487-0400, or by sending us an email at career_services@umich.edu.

Be sure to tune in next week as our fellow career coaches, Brad and Barb, will be back with a special guest as they discuss alternative pathways and taking ownership of your college degree. As always, Eagles, stay safe, stay healthy, and remember, we're here for you and we support your goals.