

# LEVERAGING

# *Handshake*

## **A Step-by-Step Guide to Accessing Handshake and the Basics of Searching for Jobs and Internships on Handshake.**

This guide shows, step by step with screenshots, how to search for jobs and internships on Handshake. Learn to use filters, save searches, set alerts, follow companies, save postings, and review listings to tailor your resume and applications.

**[View Step-by-Step Guide With Screenshots Here:](#)**

**[The Basics of Searching for Jobs and Internships on Handshake](#)**



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**The Basics of Searching for Jobs and Internships on Handshake**  
**(Step-by-Step Guide with Screenshots)**



RUTGERS UNIVERSITY- CAMDEN

**CAREER ADVANCEMENT CENTER**

# What is Handshake and How to Access Handshake

Follow the steps on the website below to log in successfully. Students and Alumni, please follow your specific access guidelines.

<https://careercenter.camden.rutgers.edu/handshake/>

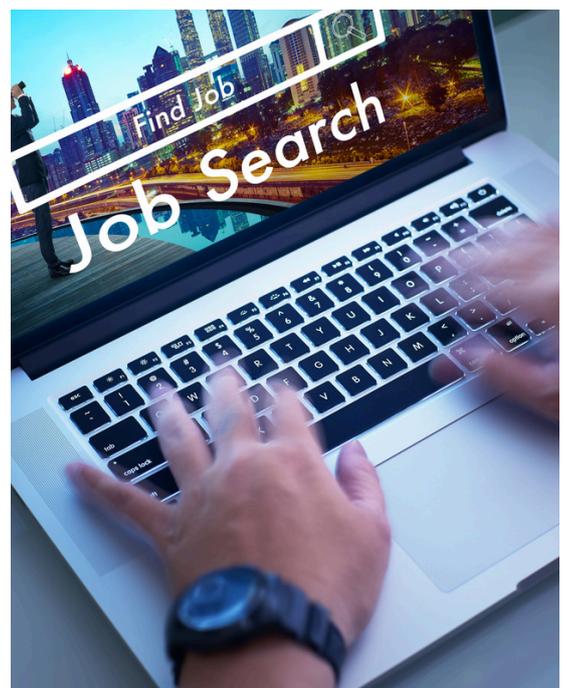
Handshake is the #1 platform for college students to find jobs, internships, career fairs, and events. Employers and companies post opportunities, including internships and jobs, specifically for Rutgers University–Camden students, making it a trusted and vetted resource.

We encourage students to start their job or internship search on Handshake and apply directly through the platform unless otherwise directed.

While other job boards like Indeed or LinkedIn can be useful, always verify postings on the company's official website to avoid scams.

To get started, access Handshake via the website or app using your RUC NetID and student email.

Once you arrive at the Handshake login page, enter your college email and password. If you encounter any issues, check with RUC Helpdesk or IT support for assistance <https://it.rutgers.edu/> or contact the Career Advancement Center for access issues: [careercenter@camden.rutgers.edu](mailto:careercenter@camden.rutgers.edu)



**[HTTPS://CAREERCENTER.CAMDEN.RUTGERS.EDU/HANDSHAKE/](https://careercenter.camden.rutgers.edu/handshake/)**

# Setting Up Your Profile

## Complete Your Handshake Profile Effectively



Setting up your Handshake profile is essential for showcasing your skills and experiences to potential employers. A complete profile increases your visibility and enhances your chances of landing job opportunities. You may also upload your resume in to your profile!

Make sure to include relevant details such as your education, graduation year, major, work experiences, and skills. Regularly updating your profile helps to ensure that employers see your most current qualifications and interests.



[HTTPS://CAREERCENTER.CAMDEN.RUTGERS.EDU/HANDSHAKE/](https://careercenter.camden.rutgers.edu/handshake/)

# Your Handshake Search

Maximize your job and/or internship search!



Refining your search criteria on Handshake is crucial for finding relevant job and internship opportunities. Utilize filters such as location, job type, major, degree level, and even industry to narrow down results. This targeted approach saves time and enhances your chances of finding suitable positions that match your interests and your qualifications.

Additionally, consider using keywords related to your desired roles. This can help streamline your search and ensure you receive the most relevant postings. Regularly updating your criteria and experimenting with different filter combinations will also improve the overall effectiveness of your job search efforts.

# Reading and Reviewing Postings



Understanding job and internship postings on Handshake is essential for identifying the right opportunities. Each posting provides vital information, including job descriptions, requirements, and application deadlines. Take time to analyze these details to ensure a good fit for your skills and career goals.



Pay attention to the preferred qualifications and responsibilities listed in the job postings. This will help you tailor your application materials such as your resume and cover letter to highlight relevant experience. Remember, every detail can guide you in making informed decisions about which positions to pursue.

# Applying to Opportunities

Navigate the Handshake application process!



Applying for jobs on Handshake is a straightforward process. By following the Application instructions, you can complete your applications efficiently and effectively to enhance your job search success.

Pro Tip: Once you apply for a role, copy and paste the job description into a document and save it. This will make it easy to reference later and help you prepare for the interview when you're invited.

Ensure that you carefully review each job and internship posting before applying and follow all specific application instructions or directives. Reading the posting in full is essential.



# Scheduling Appointments

**Get Career Ready with a Career Management Specialist!**



Scheduling an appointment with your Career Management Specialist (CMS) is a key step in maximizing your career search. By meeting with a RUC CMS in person or virtually via Zoom, you'll receive personalized guidance tailored to your goals and interests, including support with job and internship searches, application materials such as resumes, cover letters, LinkedIn profiles, and personal statements. Schedule your appointment through Navigate.

Review our resume review service and resume templates below:

<https://careercenter.camden.rutgers.edu/preparing-resumes-and-cover-letters/>



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