



**FIU**

**Career and Talent  
Development**



# HANDSHAKE MANUAL

(Updated April 2022)

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\*\* (V) = Visual Aid



# WHAT IS HANDSHAKE?



Handshake is a career management platform that intuitively connects you to relevant job opportunities based on your profile, interests, and search activity.

Through Handshake you can:

- Apply for different positions
- Explore companies
- Widen your connections
- Sign up for career fairs and workshops
- Upload your resume for feedback
- And more!

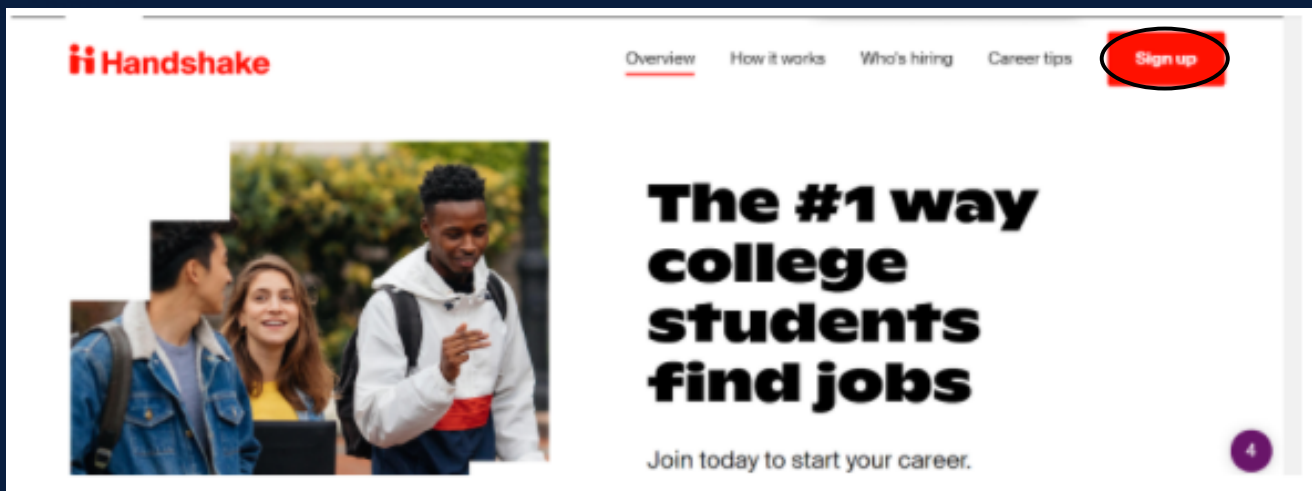
# HOW DO I GET STARTED?

Now that you know what Handshake is all about, what's next? Let's get started on how to make a Handshake profile. Follow the guidelines below!

1. Head to [fiu.joinhandshake.com](https://fiu.joinhandshake.com)
2. Login to Handshake
  - a. You may have an email from our Career Services Center that contains a link to claim your account.
  - b. If you do not have an invitation, continue to the next step.
3. Search for your school name from the dropdown menu to proceed. Schools are listed in alphabetical order.
4. Once you have selected your school, sign in using your school's provided login or entering your .edu email address.
  - a. Try logging into Handshake using the same User ID and password for your school's website
  - b. If you are unable to login successfully with your school User ID and password, or if you're an alum, try resetting your password on Handshake.
5. If you try to sign in and there isn't an account on file for you, you'll be prompted to set up an account. Select I'm a Student or Alumni to proceed.
6. After creating a new account, you'll need to connect with a school to access Handshake features such as job postings and messages.

**NOTE:** For assistance with approvals, you can reach out to our Career Services Center or submit a ticket to the Handshake support team.

# HOW DO I GET STARTED?



The Handshake website header features the logo on the left and navigation links: Overview, How it works, Who's hiring, Career tips, and a red 'Sign up' button circled in red. Below the navigation is a hero section with a photo of three students and the headline 'The #1 way college students find jobs'. A sub-headline reads 'Join today to start your career.' and a purple circle with the number '4' is in the bottom right corner.

## Get the job done

- Students**  
Launch the next step in your career.
- Employers**  
Hire the next generation of talent.
- Career Centers**  
Bring the best jobs to your students.

## Sign in

→ **Students & Alumni**  
Please select your school to sign in.

Please select your school to sign in. ▾

New to Handshake? Select your school to get started.

---

**Employers & Career Centers**  
Please sign in with your email.

email@example.edu

Next

Hmmm...  
Looks like there is no account on file for  
tawnya@efsu.edu

→ You can sign up for a new account by selecting one of the following options:

- I'm an Employer
- I'm a Student or Alumni
- I'm with Career Services

# HOW TO FILL OUT YOUR PROFILE

Now that you have created a Handshake account, it is time to fill out your profile! Follow the guidelines down below to do so.

1. Once logged in, click **my profile** from the drop down menu of your account icon in the upper-right corner of Handshake.
2. You will have the option to include a "your journey" section.
  - a. Use this section to provide a small summary of your current degree and future career goals.
3. Add your education! If you already are in the school's Handshake system, your major, as well as GPA, should automatically be uploaded.
4. Add any work or volunteer experience.
  - a. Be sure to expand on your experience to allow employers to know what skills or knowledge you have acquired.
5. Add your interests. You can select what you would like your profile to show to employers!
  - a. For example, if you are actively looking for a job, you can filter that under your interests. You can also include any job interests you may have, as well as roles or industries to make it easier for recruiters!
6. Utilize your organizations & extracurriculars/projects tab to highlight any work done outside of school.
7. You may also include relevant course work to your profile for employers!
  - a. This could be essential to highlighting specific skill sets for prospective job or internship opportunities.

**NOTE:** We encourage you to set your account to community in your settings & privacy tab! This allows for your profile to be visible to employers, students and alumni.

# HOW TO MAKE YOUR PROFILE PUBLIC



## Privacy

**Community** Recommended ←

Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You'll be able to connect with students and alumni who have similar interests or experiences.

**Employers**

Your profile will be visible to employers. You may receive messages about potential job opportunities.

**Private**

You'll be able to apply for jobs but won't get contacted by any employers.

# UPLOADING A RESUME OR COVER LETTER

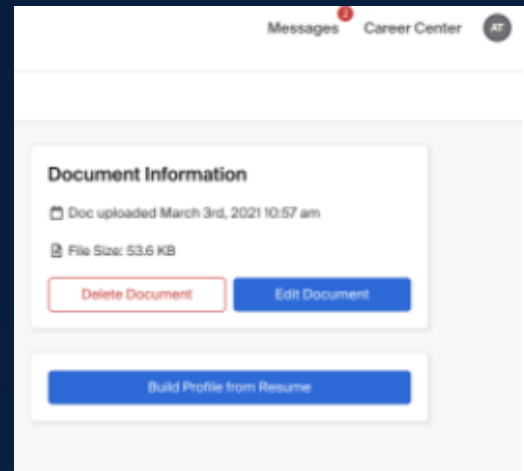
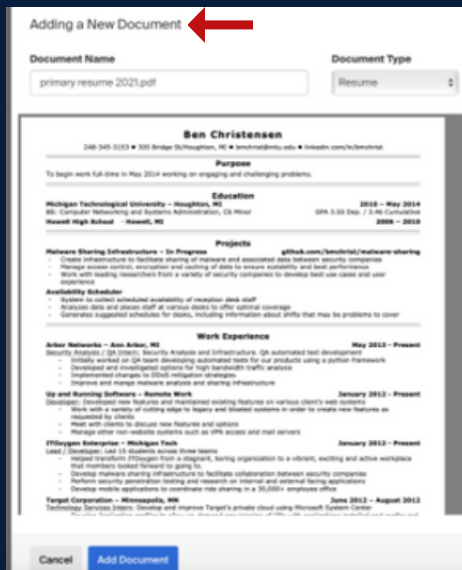
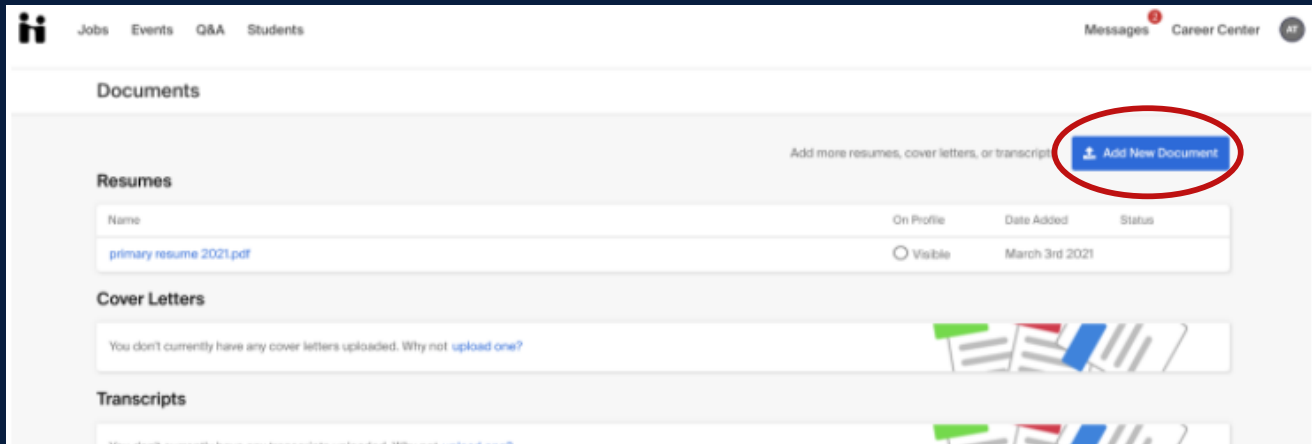
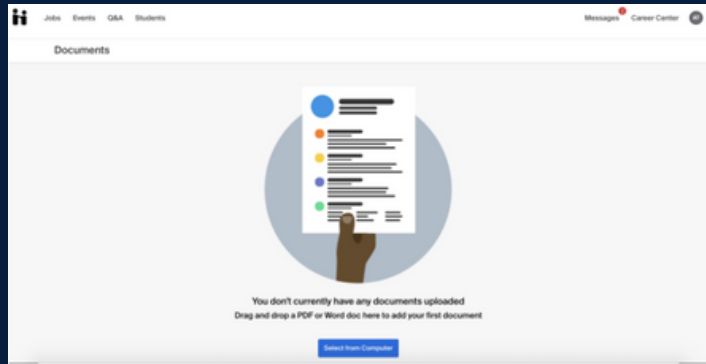
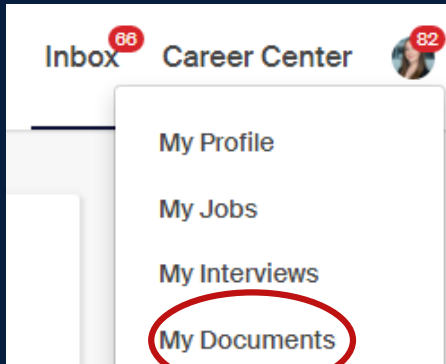
Next after your profile is complete, utilize the option to upload your Resume or Cover Letter! See the steps below on how!

1. Once logged in, click on your account icon in the upper-right corner of Handshake, then click **Documents**.
2. If you haven't uploaded a document before, you can drag and drop your file to the screen, or click the blue **Select from Computer** button toward the middle-bottom of the page. Then choose the file from your computer.
3. If you have already uploaded at least one document, you can click on the blue **Add New Document** button, located in both the upper-right corner and lower-right corner of the page.
4. Once you have selected your document, a pop-up will appear with a preview of your document. Take the following step's:
  - a. Review the **Document Name**
  - b. Select the **Document Type**
  - c. Click **Add Document** to complete the upload
  - d. When the upload is finished, the PDF of your resume will be available to review and manage on the document overview page.
    - i. From this page, you can Feature on Profile, edit or delete the document, and if you uploaded a resume, you can Build a Profile from your Resume.

**NOTE:** There is no limit to how many documents can be uploaded into Handshake. File types that are supported are: 20 MB or less, and files should be in PDF (preferred), .DOC, or .DOCX format.



# UPLOADING A RESUME OR COVER LETTER



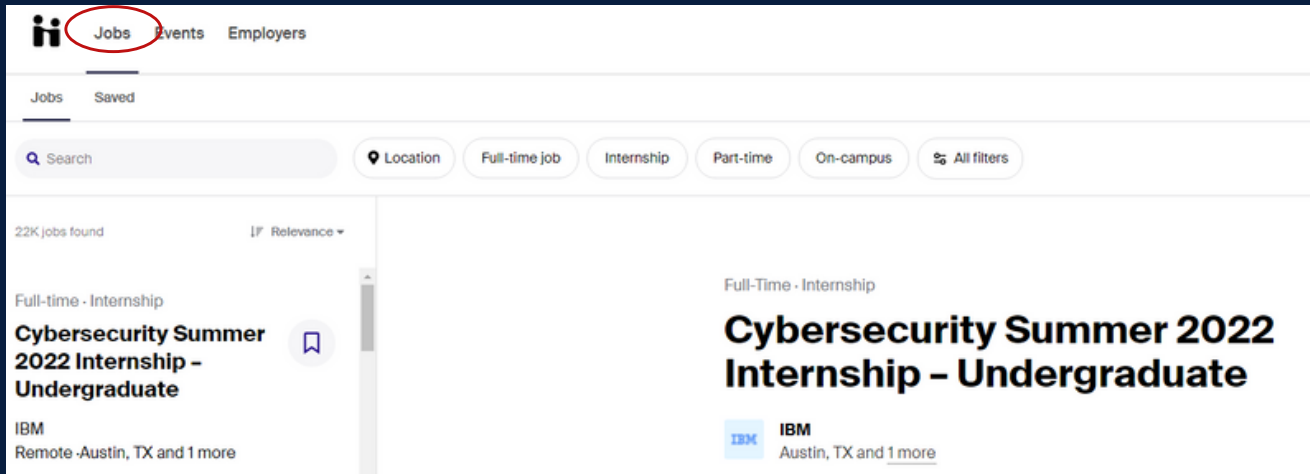
# SEARCHING FOR JOBS & INTERNSHIPS

Now that you have a resume ready to show the world, its time to begin your search for jobs and internships!

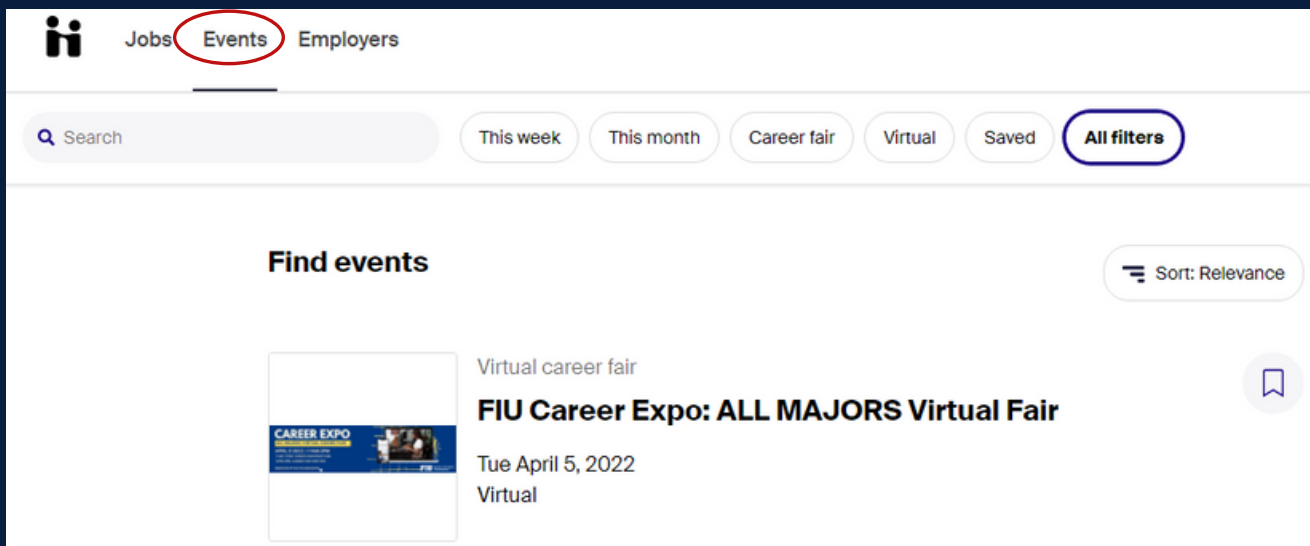
1. Once logged in, you may click the tab "Jobs," "Events," or "Employers," on the upper-left side of Handshake. Each of these tabs has its own unique filtering systems that you can cater to your own career goals!
  - a. By clicking any of these headings, you can personally use the search bar, OR, utilize the imbedded filters.
2. In relevance to the Jobs tab, you can filter through location, full-time, part-time, on-campus, and internships. You can also subject this search to different job roles, industries, and even employer's themselves.
  - a. If you are in need of work authorization, you can also filter the search to show this!
3. In relevance to the Events tab, you can filter through upcoming events in the week, or month. You can also filter between our annual Career Fair's for the semester, as well as our virtual events.
4. In relevance to the Employers tab, you can filter through a large list of employers that FIU specifically networks with. Use filters such as employer size, industry, and location to learn more information about different companies.
  - a. Utilize the "Follow" button to keep your favorite companies on stand-by for job postings, relevant events, and more!

**NOTE:** At the top of your search bar, there is a tab labeled "save." Next to each event, job, or employer, there is a bookmark tool. You can utilize this tab to save your favorite events or employers to make it easier to search at a later time.

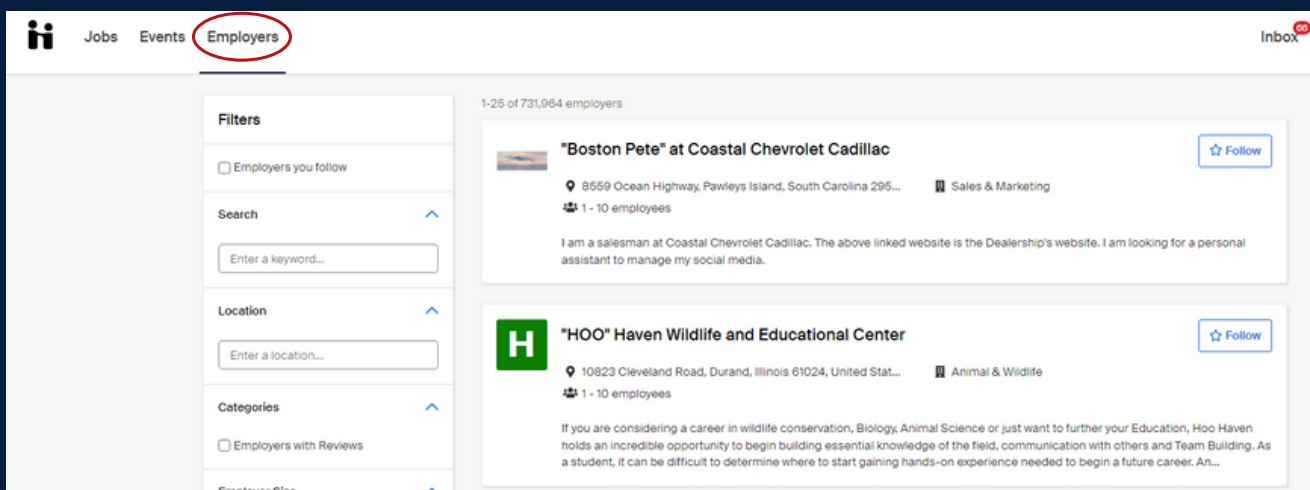
# SEARCHING FOR JOBS & INTERNSHIPS



The screenshot shows the LinkedIn Jobs page. The 'Jobs' tab is selected and circled in red. The search bar contains the text 'Cybersecurity Summer 2022 Internship - Undergraduate'. Below the search bar, there are filters for 'Location', 'Full-time job', 'Internship', 'Part-time', and 'On-campus'. The search results show 22K jobs found. The first result is a 'Full-time - Internship' position titled 'Cybersecurity Summer 2022 Internship - Undergraduate' by IBM, located in Austin, TX and 1 more location.



The screenshot shows the LinkedIn Events page. The 'Events' tab is selected and circled in red. The search bar contains the text 'FIU Career Expo: ALL MAJORS Virtual Fair'. Below the search bar, there are filters for 'This week', 'This month', 'Career fair', 'Virtual', 'Saved', and 'All filters'. The search results show 'Find events' with a 'Sort: Relevance' button. The first event is a 'Virtual career fair' titled 'FIU Career Expo: ALL MAJORS Virtual Fair' on Tue April 5, 2022, which is a 'Virtual' event.



The screenshot shows the LinkedIn Employers page. The 'Employers' tab is selected and circled in red. The search bar contains the text 'Boston Pete' at Coastal Chevrolet Cadillac. Below the search bar, there are filters for 'Employers you follow', 'Search', 'Location', 'Categories', and 'Employer Size'. The search results show 1-25 of 731,964 employers. The first employer is 'Boston Pete' at Coastal Chevrolet Cadillac, located at 8559 Ocean Highway, Pawleys Island, South Carolina 295... with 1-10 employees in Sales & Marketing. The second employer is 'HOO' Haven Wildlife and Educational Center, located at 10823 Cleveland Road, Durand, Illinois 61024, United States with 1-10 employees in Animal & Wildlife.

# REGISTERING FOR EVENTS

Let's say you are looking to attend Career Fair, Resume Fest, or a LinkedIn workshop. How would you register for that? See the steps down below to assist!

## Registering for Events:

1. Once you are logged in, you may click the tab "Events."
  - a. By clicking any of these headings, you can personally use the search bar, OR, utilize the imbedded filters.
2. As you filter through upcoming events in the week, or month, select an event that you would like to attend.
3. Once you click the event, you may register for it using the blue "Register" tab in the right-side of Handshake.
  - a. Some registrations may be directly through Handshake OR externally. (i.e. Zoom)
4. In relevance to a virtual Career Fair, you can filter through a large list of employers that FIU specifically networks with. Utilize the "Available Sessions" tab after registering to see any companies who are attending. This is where you can also find "Your Schedule" for the event on the day of!

**NOTE:** A great aspect of registering for events is having a convenient list that shows your entire schedule for the semester for pre-registered events. You can find this list by clicking the "Events" tab, and seeing on the right-side of your screen a chronological ordered list of your semester event schedule.



# REGISTERING FOR EVENTS

Jobs **Events** Employers Inbox <sup>23</sup>

## CAREER EXPO

ALL MAJORS VIRTUAL CAREER FAIR

APRIL 5 2022 | 11AM-3PM  
11AM-12PM | CAREER CONVERSATIONS  
12PM-3PM | CAREER FAIR HIRE FEST

REGISTER AT [GO.FIU.EDU/EXPO](https://go.fiu.edu/expo)

[-- Back to all events](#)  **Register**

Virtual Career Fair

## FIU Career Expo: ALL MAJORS Virtual Fair

## CAREER EXPO

ALL MAJORS VIRTUAL CAREER FAIR

APRIL 5 2022 | 11AM-3PM  
11AM-12PM | CAREER CONVERSATIONS  
12PM-3PM | CAREER FAIR HIRE FEST

REGISTER AT [GO.FIU.EDU/EXPO](https://go.fiu.edu/expo)

[-- Back to all events](#)  **Registered**

Virtual Career Fair

## FIU Career Expo: ALL MAJORS Virtual Fair

Tue, Apr 5, 12:00pm - 3:00pm EDT

Your schedule **Available sessions** Career fair details

Jobs **Events** Employers Inbox <sup>23</sup>

This week This month Career fair Virtual Saved All filters

### Find events

CAREER EXPO

Virtual career fair

### FIU Career Expo: ALL MAJORS Virtual Fair

Tue April 5, 2022

Sort: Relevance

Your schedule

Apr 5

Virtual  
FIU Career Expo: ALL MAJORS Virtual Fair  
12:00pm - 3:00pm EDT

Schedule sessions --

# APPLYING FOR JOBS USING HANDSHAKE

Let's say you are looking to apply for jobs & internships. How exactly would you do so? View the steps below!

1. Once you are logged in to Handshake, you may click the tab "Jobs."
2. By clicking any of these headings, you can personally use the search bar, OR, utilize the imbedded filters.
  - a. Some filters include:
    - Full-time
    - Part-time
    - On-campus
    - and Internship tabs!
3. On this page, you can view any part-time, full-time, or internship opportunities that are being offered through Handshake.
4. As you filter through Handshake's system options available to you, click on a job or internship you are interested in applying for.
  - a. Some job or internship applications may require a simple upload of your resume that runs through Handshakes system itself. Other job or internship applications may bring you to their specific career page to apply externally.

**NOTE:** Let's say you are glancing through Handshake and you find a job or internship that you want to apply for, but currently do not have the time. Good news! You can easily save any jobs or internships that you want to apply for and apply at a later time. Make sure to watch for application deadlines!



# CREATING ALERTS!

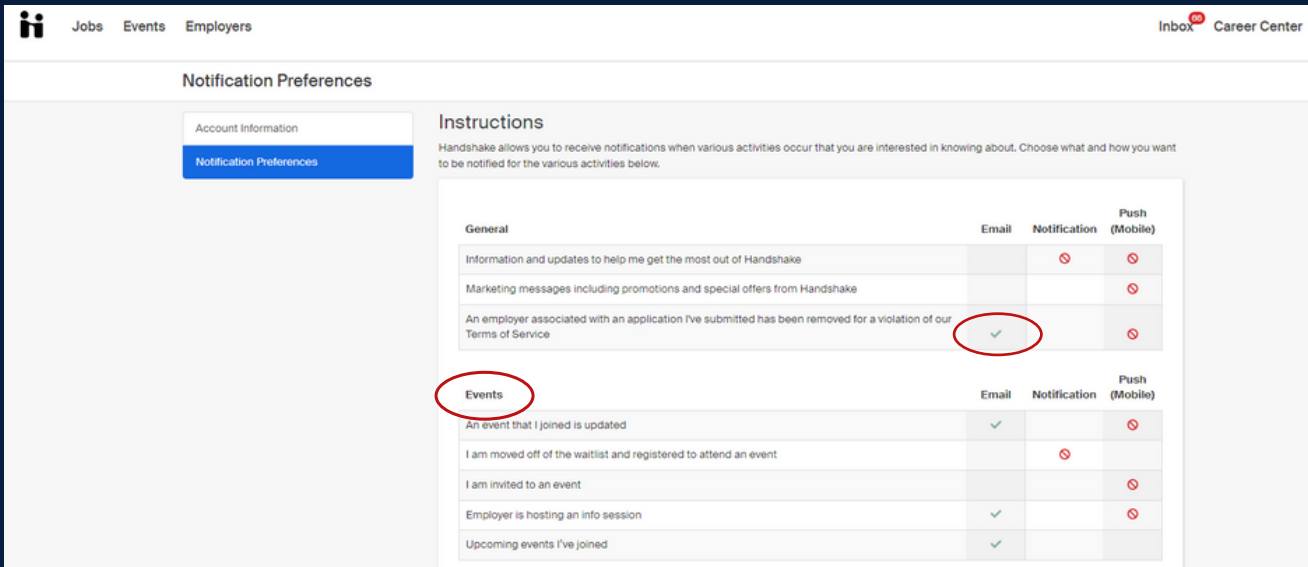
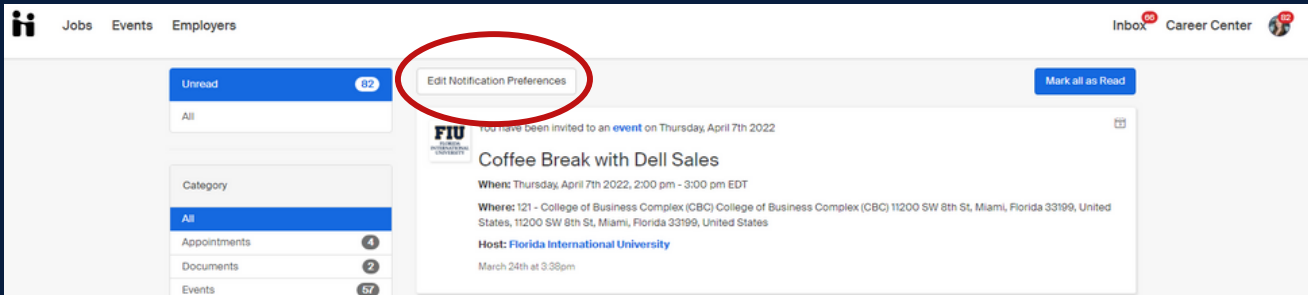
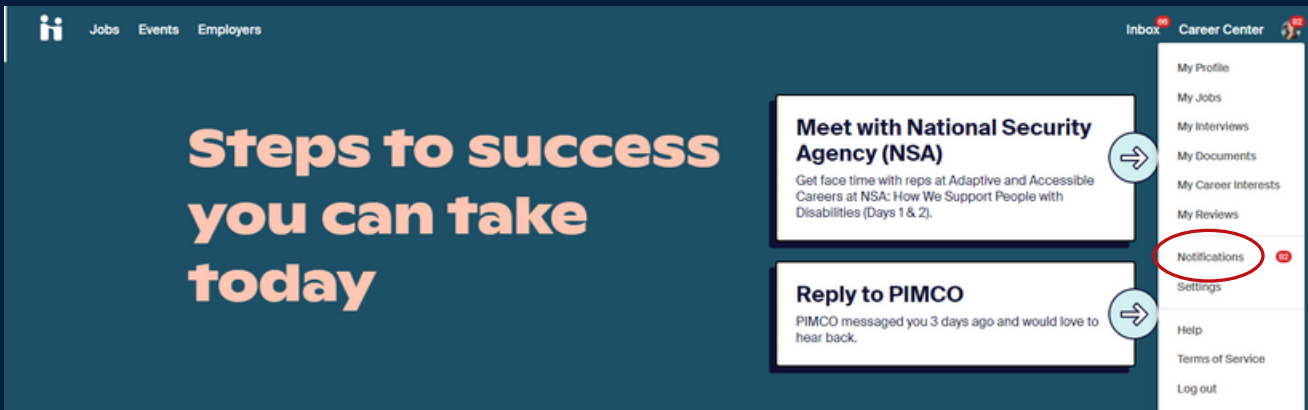
Interested in learning how to manage your Handshake notifications? Look no further! The steps below will assist you in catering your Handshake notifications to your liking!

1. Once logged in, you may click your profile by navigating toward the upper-right corner of Handshake.
2. Once you have clicked your profile image, you will be prompted with a list of different headings. Click "Notifications."
3. In relevance to the Events tab, you can filter through upcoming events in the week, or month. You can also filter between our annual Career Fair's for the semester, as well as our virtual events.
4. Next, click the tab "Edit Notification Preferences."
5. Through this tab, you will be able to set email or Handshake notifications for different Handshake platform tools.
  - a. Some notification examples include: Events, Interview Schedules, Jobs, Career Fairs, and more!

**NOTE:** You may update this as needed to cater best to your Handshake profile goals. However, we encourage you to keep notifications on for upcoming events, as that is the best way to notify you of our departmental events, fairs, and more!



# CREATING HANDSHAKE ALERTS



# APPOINTMENTS WITH HANDSHAKE

If you need help with an upcoming interview, assistance with your career goals, or looking for resume reviews, schedule an appointment with one of our Career Specialists!

1. Once logged in to the main Handshake page, you can utilize the "Career Center" tab located next to your profile image.
2. Once you have clicked the "Career Center" tab, click on "Appointments."
3. Next, you will click the blue button labeled, "Schedule a New Appointment."
4. You will be prompted to select a category that caters to an appointment you may be looking for.
  - a. This is where you can find appointments like mock interviews, MBTI assessments, and more!
5. Once you click your appointment type, you will be prompted to select a date and time to schedule an appointment.
6. After clicking on your preferred appointment, you can include any appointment details that your counselor may find helpful in assisting you.
  - a. For some appointments, you may be prompted with a short questionnaire to assist your counselor in preparing for your session.

**NOTE:** Career and Talent Development has locations at Modesto Maidique Campus, Biscayne Bay Campus, and the Engineering Center, available to all students and alumni. Our main office at MMC particularly caters to students from CARTA, CASE, SIPA, Stempel, and CEC Computer Science majors. While our Engineering Center office caters to CEC Engineering majors. Students from the College of Business and Chaplin School of Hospitality & Tourism Management have their own respective career centers. Each of these offices have different resources available to students and alumni. **Please review your appointment types and categories to see what is available to you.**

# APPOINTMENTS WITH HANDSHAKE

VISUAL AID - SIPA, CARTA, CASE, & Stempel

Employers Inbox **Career Center**

## Steps to success you can take today

**Attend an event**

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

→


**Reply to Altria**

Altria messaged you 8 days ago and would love to hear back.

→

**FIU** Florida International University Career Center --  
View your school's resources

Inbox **Career Center**



**FIU** Florida International University  
Florida International University

What can we help you find?

**Appointments --**

Schedule time to meet with experts and build your career

**Resources --**

Read curated content from your career center

**Experiences --**

Track your internship or co-op experiences

**Surveys --**

Answer questions from your career center

**Appointments**

Schedule A New Appointment

Upcoming Appointments

Appointment	Type	Date	Status
Appointment with Darren Gregory	MMC-Career Exploration	Monday, April 4th 2022 at 10:00 am	Cancelled

Choose an Appointment Type

**MMC-Career Exploration**

Students/Recent Alumni are able to meet with a Career Coach at MMC (SASC 305) to discuss and identify tools and resources to help solidify career plans

**MMC-General Career Coaching**

Students/Recent Alumni are able to schedule an appointment with a Career Coach at MMC (SASC 305) to discuss general topics related to Career Planning

**MMC-Internships**

Students/Recent Alumni are able to meet with a Career Coach at MMC (SASC 305) to discuss internship related topics. How to research, identify and apply for internships.

**MMC-Job Search Help**

Students/Recent Alumni can meet with a Career Coach at MMC (SASC 305) to discuss Job Search strategies and resources

**MMC-Career Assessment (Pre-Assessment)**

Students/Recent Alumni are able to meet with a Career Coach at MMC (SASC 305) to identify/determine a Career Assessment (MBTI/STRONG) most suitable to assist with their specific career needs. Students must pay a \$20 fee for the Assessment. Payment must be processed before the (Post-Assessment) Appointment.

**MMC-Post-Assessment (MBTI)**

Students/Recent Alumni will be able to meet with a Career Coach at MMC (SASC 305) to get the results and interpretation of results of their MBTI Assessment. \$20 Payment must be processed before the interpretation of the Assessment.

**MMC-Post-Assessment (STRONG)**

Students/Recent Alumni will be able to meet with a Career Coach at MMC (SASC 305) to get the results and

➔

Choose a Category

**BBC Campus - WUC 255**

Students and Recent Alumni who wish to schedule and appointment at our BBC location.

**MMC Campus - SASC 305**

Students and Alumni who wish to schedule an appointment at our MMC location. Audrey Johnson (Computer Science & IT) Adriana Medina (All Majors) Alicia Booker (All Majors) Darren Gregory (All Majors)

**MMC Campus - SIPA 510**

SIPA Students and Recent Alumni who wish to schedule an appointment at our MMC - SIPA location. Career Specialist: Nelly Leon

# APPOINTMENTS WITH HANDSHAKE

## VISUAL AID PT.2 - SIPA, CARTA, CASE & Stempel

Category: MMC Campus - SASC 305  
Type: MMC-Career Exploration  
Staff Member: No Preference  
Appointment Medium: No Preference

Week of Sunday, April 3rd

Sunday April 3rd 2022: No Appointments Available  
Monday April 4th 2022: Appointments Available  
Tuesday April 5th 2022: Appointments Available  
Wednesday April 6th 2022: No Appointments Available  
Thursday April 7th 2022: Appointments Available  
Friday April 8th 2022: Appointments Available  
Saturday April 9th 2022: No Appointments Available

Apr 07  
Time Zone: Eastern Time (US & Canada)

Aliesha Daise - Apr 07 - MMC-Career Exploration  
9:30 am EDT - 10:30 am EDT

Back You have selected a slot. If you would like to search for a different slot you may do so here.

MMC-Career Exploration at 9:30 am EDT, Apr 7th 2022  
Aliesha Daise

Appointment Request Details

Fields marked with an asterisk "\*" are required.

\* Appointment medium: Select an Appointment Medium  
\* What can we help you with?:  
\* Please provide a phone number in the event that a Career Coach needs to contact you in regards to your appointment:  
\* How did you hear about us?  
 Academic Advisor

Appointment was successfully requested.

STAFF MEMBER: Aliesha Daise, Career Advisor  
STUDENT: Cyndy Zulma, Junior, Psychology - BA  
TYPE: MMC-Career Exploration  
WHEN: Thursday, April 7th 2022 at 9:30 am for about 1 hour  
WHERE: Modesto Maidique Campus (MMC), 11200 SW 8th St, Miami, Florida 33199, United States  
MEDIUM: Virtual (Video Call) (Zoom)

Requested by Cyndy Zulma  
HELP REQUESTED: another test appointment  
Cancel Appointment  
Add Comment  
CREATE: You requested an appointment with Aliesha Daise. Cyndy Zulma - Thursday, March 31st 2022 2:15 pm



# APPOINTMENTS WITH HANDSHAKE

VISUAL AID - College of Engineering & Computing

This screenshot shows the 'Choose a Category' step. A red arrow points to the 'Choose a Category' heading. Below it, three categories are listed:

- BBC Campus - WUC 255**: Students and Recent Alumni who wish to schedule and appointment at our BBC location.
- EC Campus - EC 2852**: Engineering Students and Recent Alumni who wish to schedule and appointment at our EC location.
- MMC Campus - SASC 305**: Students and Alumni who wish to schedule an

This screenshot shows the 'Choose an Appointment Type' step. A red arrow points to the 'Choose an Appointment Type' heading. Below it, two appointment types are listed:

- EC-Internships**: Students/Recent Alumni are able to meet with a Career Coach at EC 2852 to discuss internship related topics. How to research, identify and apply for internships.
- EC-General Career Coaching**: Students/Recent Alumni are able to schedule an appointment with a Career Coach at EC 2852 to discuss general topics related to Career Planning

This screenshot shows the appointment calendar and selection screen. A red arrow points to the selected appointment entry.

Category: **EC Campus - EC 2852**    Type: **EC-General Career Coaching**    Staff Member: **No Preference**    Appointment Medium: **No Preference**

Week of Sunday, April 3rd

Sunday April 3rd 2022 No Appointments Available	Monday April 4th 2022 Appointments Available	Tuesday April 5th 2022 Appointments Available	Wednesday April 6th 2022 No Appointments Available	Thursday April 7th 2022 Appointments Available	Friday April 8th 2022 Appointments Available	Saturday April 9th 2022 No Appointments Available
---	--	---	--	--	--	---

Apr 04    Time Zone: Eastern Time (US & Canada)

**Jessica Armenteros - Apr 04 - EC-General Career Coaching**    11:30 am EDT - 12:00 pm EDT

This screenshot shows the appointment confirmation screen. A red arrow points to the confirmation message.

Appointment was successfully requested.

**STAFF MEMBER**  
Alesha Daise  
adaise@fiu.edu  
Career Advisor

**STUDENT**  
Cindy Zulma  
Junior  
Col of Arts, Sciences & Education  
Psychology - BA

**TYPE**  
MMC-Career Exploration

Requested by Cindy Zulma  
HELP REQUESTED  
another test appointment.

Requested

Cancel Appointment

Add a Comment...

# HANDSHAKE RESOURCES

Looking to see what else Handshake offers? Look no further! Our Handshake Resources tab is there to give you help even beyond the platform!

1. Once logged in to the main Handshake page, you can utilize the "Career Center" tab located next to your profile image.
2. Once you have clicked the "Career Center" tab, click on "Resources."
3. Here, you will see a large list of available resources that you can use! These different platforms are external links outside of Handshake to assist you in your career journey.

## Common Resources:

- VMock
- GoinGlobal
- LINKEDIN RESOURCES & LINKEDIN LEARNING
- Micro-Internships
- Interview Sample Questions
- Cover Letter Examples
- Resume Examples
- and more!

**NOTE:** Career and Talent Development has locations at Modesto Maidique Campus, Biscayne Bay Campus, and the Engineering Center, available to all students and alumni. Our main office at MMC particularly caters to students from CARTA, CASE, SIPA, Stempel, and CEC Computer Science majors. While our Engineering Center office caters to CEC Engineering majors. Students from the College of Business and Chaplin School of Hospitality & Tourism Management have their own respective career centers. Each of these offices have different resources available to students and alumni. **Please review your resources tab to see what is available to you.**

# HANDSHAKE RESOURCES

Employers

Inbox **Career Center**

## Steps to success you can take today


### Attend an event

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



### Reply to Altria

Altria messaged you 8 days ago and would love to hear back.

Florida International University


What can we help you find?

- Appointments --**  
Schedule time to meet with experts and build your career
- Resources --**  
Read curated content from your career center
- Experiences --**  
Track your internship or co-op experiences
- Surveys --**  
Answer questions from your career center

**Resource Library**

Q Search

- RESUME EXAMPLES**  
by Sonia G. Hernandez  
Attached are various examples of Resumes.
- COVER LETTER EXAMPLES**  
by Anonymous  
A list of Cover Letter examples.
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Vault.com provides in-depth intelligence on what it's really like to work in an industry, company or profession - and how to position yourself to land that job. Take advantage of your FREE access at: <http://access.vault.com/career-insider-login.aspx?aid=241172>



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# CONNECT WITH STUDENTS & ALUMNI

Handshake, aside from being FIU's main career platform, can also allow you to connect with other current FIU students, Alumni, and even employers!

1. Once logged in, click on your account icon in the upper-right corner of Handshake, then click "My Profile."
2. Once you click My Profile, you will scroll down to the middle of the page until you reach a section labeled, "Discover More Students."
3. Here, you will click on the blue hyperlink. After clicking the link, you will see a list of different students that you can message or connect with on Handshake.
  - a. Some different filter options include: school, majors, previous employers, and organizations.
  - b. Some filter options can allow you to only show Florida International University students only, as well as filtering Alumni only.
4. With employers, you are able to follow their company to stay up to date on job and internship openings. You can easily do so by utilizing the "Employer" tab on top of the Handshake page.
5. After clicking "Employers," you will be prompted with a list in which you can filter to find your prospective employers to "favorite."

**NOTE:** If you wish to message a current student, or FIU Alumni, you must wait until the individual accepts your message through their account. Once this approval occurs, you are able to create an on-going conversation, similar to virtual chatting.

# CONNECT WITH STUDENTS & ALUMNI

Jobs Events Employers

## Steps to success you can take today

**Meet with National Security Agency (NSA)**  
Get face time with reps at Adaptive and Accessible Careers at NSA: How We Support People with Disabilities (Days 1 & 2).

**Reply to PIMCO**  
PIMCO messaged you 4 days ago. Respond to make a good impression.

Inbox Career Center

- My Profile
- My Jobs
- My Interviews
- My Documents
- My Career Interests
- My Reviews
- Notifications
- Settings
- Help
- Terms of Service

### Discover More Students

**Karen Escalona**  
Business Analytics-...  
Natural Flowers, Billing

**Ashvin Singhal**  
hyundai, Automotive...

**Madeleine Peraza**  
Business Analytics-...  
Miami Dade County ...

Discover students like you across the Handshake network

### Explore Students

Filters

Name  
Enter a name...

Schools  
 Florida International University Only

Alumni  
 Alumni Only

School Years  
+ Add School Years  
 Alumni (1,834,567)  
 Senior (1,831,897)  
 Junior (1,035,660)  
 Sophomore (847,006)

Majors  
+ Add Majors  
 Business Administration & Management (431,018)  
 Psychology (415,924)  
 Computer Science (291,914)  
 Biology (228,680)

Previous Employers

	<b>Karen Escalona</b> Florida International University Junior, graduates April '24 Billing Specialist/ Data Entry Analyst at Natural Flowers Mobile Expert at T-Mobile	Business Analytics- BBA Modern Nature Ben Shepard	<a href="#">Message</a>
	<b>Ashvin Singhal</b> Florida International University Junior Automotive Service Writer at hyundai Athletic Trainer at Round	Business Analytics- BBA Theatre Honor Society Automotive Club	<a href="#">Message</a>
	<b>Madeleine Peraza</b> Florida International University Junior, graduates August '23 Lifeguard at Miami Dade County	Business Analytics- BBA Phi Theta Kappa	<a href="#">Message</a>
	<b>Delayne McBee</b> Florida International University Junior, graduates June '23 Lead Volunteer at South Beach Wine and Food Festival Enrollment Associate at Florida International University Online	Management Info Systems - SM, International Business - BBA National Society of Leadership & Success StartUP FIU	<a href="#">Message</a>
	<b>Anthony Lujan</b> Florida International University Junior shopper at Amazon	Business Analytics- BBA Services On Site American Airlines	<a href="#">Message</a>

Jobs Events Employers

1-25 of 732,733 employers

**"Boston Pete" at Coastal Chevrolet Cadillac**  
8559 Ocean Highway, Pawleys Island, South Carolina 295...  
Sales & Marketing  
1 - 10 employees  
I am a salesman at Coastal Chevrolet Cadillac. The above linked website is the Dealership's website. I am looking for a personal assistant to manage my social media.

**"HOO" Haven Wildlife and Educational Center**  
10823 Cleveland Road, Durand, Illinois 61024, United Stat...  
Animal & Wildlife  
1 - 10 employees  
If you are considering a career in wildlife conservation, Biology, Animal Science or just want to further your Education, Hoo Haven holds an incredible opportunity to begin building essential knowledge of the field, communication with others and Team Building. As a student, it can be difficult to determine where to start gaining hands-on experience needed to begin a future career. An...

**"I Have A Dream" Foundation**



# PARKER DEWEY

## MICRO-INTERNSHIPS

Searching for an internship, but don't have time? Micro-internship's are a great resource to provide you with opportunities to gain experience in the short-term!

1. Once logged in to the main Handshake page, you can utilize the "Career Center" tab located next to your profile image.
2. Once you have clicked the "Career Center" tab, click on "Resources."
3. Here, you will see a large list of available resources that you can use!
4. You will scroll down the menu to find a tab called, "Micro-Internships."

Some benefits of using Micro-Internships are:

- A firsthand look at how experienced professionals operate in the workplace and contribute on real projects
- Learn how a seemingly small task adds value
- Experience how the work connects to larger business goals
- Take on assignments to demonstrate your grit and determination as prospective employees.

# PARKER DEWEY MICRO-INTERNSHIPS

Employers

Inbox **Career Center**

## Steps to success you can take today

### Attend an event



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



### Reply to Altria

Altria messaged you 8 days ago and would love to hear back.



**Florida International University**

---

What can we help you find?

**Appointments** —

Schedule time to meet with experts and build your career

**Resources** —

Read curated content from your career center

**Experiences** —

Track your internship or co-op experiences


**Surveys** —

Answer questions from your career center

**Resource Library**


**RESUME EXAMPLES**  
by Sonia G. Hernandez

Attached are various examples of Resumes.




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A list of Cover Letter examples.




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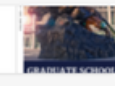


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# GOIN GLOBAL

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2. Once you have clicked the "Career Center" tab, click on "Resources."
3. Here, you will see a large list of available resources that you can use!
4. You will scroll down the menu to find a tab called, "Goin Global."

Some benefits of using Goin Global are:

- Assist you with international work visas
- Connect with employers and make industry connections with access to thousands of multi-national and local employers based around the globe
- Expedite your job search with extensive location-specific employment resources
- Boost placement rates with access to more than 16 million worldwide job postings, updated daily

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## CONTACT US

Modesto A. Maidique Campus (MMC), SASC 305

Tel: 305-348-2423

Engineering Center (EC), 2852

Tel: 305-348-1281

Biscayne Bay Campus (WUC), 253

Tel: 305-919-5770

## CONNECT WITH US

 @FIUCAREERSTREETTEAM

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