



Handshake

Career Coaching ➤ Jobs + Internships ➤ Career Events



Handshake – Logging In & Building Your Profile

Logging In & Setting Up Your Account

1. On a personal computer or laptop, go to <https://tri-c.joinhandshake.com/stu>.
2. Login with your Tri-C username and password.
3. Complete questions about your career and educational interests.
4. Upload your resume.

**Pro Tip: Keep your resume and profile up-to-date to help land internships and jobs!*

Don't have a resume? Our Career Services team can help! See instructions below on how to schedule an appointment with a career services specialist.

Building Your Profile

After you upload your resume, complete the following sections in your "My Profile":

1. **Education** | *Verify that your major and GPA are correct.*
 - If these are incorrect, please contact your campus's Career Center.
 - Add any other education experience, including degrees earned or other institutions you've attended.
2. **Work & Volunteer Experience** | *Enter positions along with descriptions for each.*
 - Use the bullet points from your resume for the descriptions or create 3-4 lines to describe your experience and/or accomplishments.
3. **Organizations & Extracurriculars** | *Add any membership to clubs, organizations, and sports teams.*
 - List the name of the organization, your position (member, athlete, president, etc.), and the time period.
4. **Courses** | *List classes that are relevant to your internship and/or career path.*
 - List classes that are relevant to your internship and career path (coding, design, auditing, etc.).
5. **Projects** | *Share cool projects that you've worked on in any classes, internships, etc.*
 - Add the project name, your position (member, participant, researcher), the URL link (if there is one), start and end dates, and description of the activities, goals, and accomplishments.

How to Schedule an Appointment with a Career Services Specialist

If you need assistance creating or updating a resume, or with any step in the application process, schedule an appointment with one of our career services specialists!

1. Log into Handshake with your Tri-C username and password (<https://tri-c.joinhandshake.com/stu>).
2. Click "Career Center" on the left-hand side of your screen.
3. Select "Appointments".
4. Click "Schedule an Appointment" and select which campus.

**Pro Tip: You can schedule both in-person and virtually with a career services specialist from any campus!*

<https://www.tri-c.edu/career-services/>