



Handshake

Career Coaching ➤ Jobs + Internships ➤ Career Events



Searching for Jobs and Internships on Handshake

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.

The Job & Internship Search

Follow these steps to search for open job and internship positions:

1. Click on **"Jobs"** at the left-hand side of the home screen.
2. View the list of positions on the left-hand side.
3. Select a position to view more information on the right-hand side.
4. Click **"View full description"** to thoroughly read through the job description, qualifications, and application deadline.

***Pro Tip:** Don't let the qualifications section discourage you. Apply anyway! Why? Employers may not see certain qualifications as a requirement, and/or your resume could be passed along for other positions.

Narrowing Your Search:

1. View the filter options toward the top of your screen.
2. You can select **"All Filters"** to narrow the search further.
3. Select **"Show results"** to apply the filter to your search.
4. If you are looking to remain in the Cleveland area, use the **"Location"** filter, type and select "Cleveland" or other northeast Ohio cities, and use the slider to determine the distance you want.

***Pro Tip:** Be careful with applying too many filters at once, as this may exclude positions for which you are qualified.

The Job & Internship Application

Follow these steps to apply to a position:

1. Be sure your Handshake resume is up-to-date and uploaded.
 - Click on your initials located in a circle at the top right of the page.
 - Click **"Select from Computer"** and choose your *most up-to-date* resume.
 - Click **"Add Document"**.
 - Make sure your resume is public if you plan to apply through Handshake.
2. When you find the position and are ready to apply, click the button that says **"Apply"** or **"Apply Externally"**.
3. **"Apply"** is when you apply through Handshake using your uploaded resume and may require other documents.
4. **"Apply Externally"** is when you apply through the company's website. **This can be tricky (but not hard)!**
 - Handshake will first ask you to upload your resume on Handshake, **but you're not done yet**.
 - You will then be redirected you to the company's website where you will complete their application, again uploading your most recent resume.

***Pro Tip:** pay attention to application deadlines and have your resume and cover letter in great shape. Here's how:
[Visit Your Career Coach](#) | [Check Our Library of Resources](#) | [Watch Our On-Demand Workshops](#)

Did you get the job? Let the Career Center know by emailing us at careerservices@tri-c.edu.

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