

# TO GET STARTED WITH HANDSHAKE

Handshake is BU's online hub for career resources and the number one site for college students to find jobs! It allows you to sign up for appointments, register for on-campus events, and upload job documents.

# 1

## LOG IN & COMPLETE YOUR PROFILE

- Visit [bu.joinhandshake.com](https://bu.joinhandshake.com) or download the Handshake app.
- Select "Boston University Student Login" and enter your BU email and Kerberos password.
- Click your profile avatar in the top right corner and complete your profile by filling in all of the fields.
- To receive curated job recommendations, add Career Interests.
- Under Manage Documents, at the bottom of the screen, upload your resume.

# 2

## MAKE AN APPOINTMENT

- Click on Appointments from the drop-down menu under Career Center in the top navigation bar.
- Select your appointment type, date, and counselor.
- Add any details you'd like to share in advance and click Request.

# 3

## REGISTER FOR AN EVENT

- Select Events in the top navigation bar.
- Use filters to search by date, time, and event type.
- Click the View Event button or the event title to learn more and register for the event.

# 4

## APPLY FOR INTERNSHIPS & JOBS

- Click on Jobs in the top navigation bar
- Search by name or keyword; filter by job type, location, industry, and more...
- Once you find a position of interest, review the description and qualifications. To apply, upload your resume and cover letter, then click Apply.

TIP: When you are actively looking for internship and job opportunities, make your profile "visible to employers" and your resume "public." This will allow employers to contact you with opportunities!