



Getting Started & Profile Set-Up

What is Handshake? Handshake is Concordia's online career platform that connects you with internships, jobs, employers, and events tailored to your goals. Complete your profile to unlock personalized job recommendations and increase your visibility to employers.

Why Fill Out Your Profile?

- Get matched with jobs and internships based on your interests
- Receive event invites and messages directly from recruiters
- Access Quick Apply for jobs in two clicks

Be 5x more likely to be contacted by employers

Steps to Get Started

- 1** Log In: cui.joinhandshake.com with your E# and password (or sign up if you're a grad student or alum)
- 2** Complete Your Profile: Add your interests, work experience, preferred locations, and job roles
- 3** Discover Opportunities: Get job and internship recommendations that match your goals
- 4** Apply Easily: Save your resume and apply quickly using Quick Apply
- 5** Track Your Progress: Get updates on applications, explore Q&A from peers, and connect with employers

Make your profile public to appear in recruiter searches

Boost Your Profile

- Skills: Include both soft skills (communication) and technical skills (Excel, SQL)
- Experience: Any job counts—internships, part-time, volunteer, research, work study
- Organizations: Clubs, athletics, music, theater, leadership, etc.
- Documents: Upload your resume and other relevant files
- Courses: Add major classes and relevant electives
- Profile Picture: Use a professional headshot



Job Search &
Engagement
Features

Download the App! Search and apply
from anywhere, get instant updates,
and apply in two clicks.



Smart Job Searching

- Use Filters: Job type, location, industry, and work authorization
- Keyword Search: Target specific roles (e.g., "accounting")
- Save Searches: Access custom job feeds anytime



- Job Type
- Location
- Industry
- Work Authorization
- Major

Use Handshake To...

- Discover internship and job opportunities
- Connect with peers and alumni via comments on job posts
- Attend workshops and info sessions
- Book a Career Coach appointment



Top Employer Search Criteria

Employers often search for:

- Job/Internship Interests
- Work Experience
- Skills (technical + interpersonal)
- Involvement in campus organizations



Questions? careercenter@cui.edu