



Getting Started & Profile Set-Up

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

Marketing Internship, Irvine CA



- 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