

Handshake: Your Career Development Starts Here

Handshake is the University of Notre Dame's centralized career management platform where students can research employers, search for internships and full-time jobs, network with other students, schedule career counseling appointments, RSVP for events, and much more.

Why should you use Handshake?

GET HIRED

Search for thousands of jobs and internships around the world.

- Search for internships and jobs.
- Apply for jobs via an online process.

GET DISCOVERED

Employers on Handshake are looking for students and new grads only. Get reached out by employers looking for students like you.

- Research prospective employers.
- Employers are actively searching for students.

The career search is not a one-way street. Complete your profile. **Students with a full profile are 5x as likely to be messaged by employers.**

- Apply for jobs via an online process.

GET CONNECTED

Leverage an engaged community of peers, alumni, and employers to get the information you're looking for.

- Meet other students at Notre Dame and other universities across the country
- Connect with your peers for tips and advice.

Find the best places to work according to classmates. Compare opportunities across thousands of companies.

- **110,000+** reviews from students
- **700+** schools nationwide.
- **64,000+** companies reviewed.

Ask real students real questions with peer messaging. Tap into a network of experienced students and alumni to get relevant advice on your career journey.

GET IT ALL IN ONE PLACE

Everything you need to build your career is all on Handshake.

- RSVP for career fairs, networking receptions, and other events.
- Participate in mock interviews.
- Add your resume, portfolio, etc. for convenient access by employers.

- Attend learning labs (interactive small-group sessions)
- Interview for jobs and internships on campus.

Employers regularly host events on campus. Don't miss out on the opportunity to meet with them – whether it is a career fair, info session, on-campus interview, or even a coffee chat.



THE NOTRE DAME NETWORK

Notre Dame alumni and parents frequently contact the University to advertise internships and full-time opportunities. These positions are posted on Handshake under the employer name "The Notre Dame Network." As you are searching for opportunities, be sure to search for these.

HANDSHAKE NAVIGATION

Handshake's homepage and simple navigation bar helps you quickly find the information you are seeking.

- **Jobs:** Search for jobs and internships. Be sure to use the filtering tool to tailor your results.
- **Events:** Find both events from the Center for Career Development, as well as employer information sessions, workshops, mock interviews, office hours, and more.
- **Q&A:** Browse for answers to questions you may have about your job search or a particular employer. Students, alumni, and employers from around the world ask and answer questions here.
- **Students:** Curious to see the experiences of other students or how they have tailored their profile? Check out this section and begin to network with other Handshake users around the world on hundreds of college campuses.
- **Career Center:** This drop down menu offers resources for how to interact with the ND's Career Development staff.
- **Employers:** Learn about organizations that use the Handshake platform to recruit students for internships and jobs. Use the "follow" feature to get notified when your favorite employers post opportunities.
- **My Profile:** See what your profile looks like to an employer and edit as needed.
- **Appointments:** Schedule an appointment with a career counselor.
- **Resources:** Helpful articles and notices from Career Development staff.
- **Discover Careers:** This section offers more information about different job titles and employers.

Handshake : Profile Example

Add a photo so employers can put a face to your name when viewing your profile.



Molly Irish

University of Notre Dame
Bachelors, Economics • Film,
Television and Theatre
Graduates May 2021
Junior

Message

Discover More Students



Jason P. Winchester
Economics '21
Georgetown University...



Aurora E. Smith
Political Science '21
Evans & Katz LLC, Intern

Add as many skills as possible that you've developed.

Skills

- Adobe Illustrator
- Adobe InDesign
- Adobe Premiere Pro
- Business Communication
- Career development
- Copywriting
- Customer service
- Data management
- Event Planning
- Hootsuite
- Leadership
- Marketing
- Microsoft Excel
- Microsoft Office

Documents

- Resume
- Resume
- Cover Letters
- Cover Letter

Manage Documents

Personal Information

Email Address
mirish@nd.edu

- Locked by school
- Hidden from employers

My Journey

I am a Film, Television, & Theatre and Economics double major in my junior year at the University of Notre Dame. I engage in both theoretical and production film courses, as well as economics classes with an emphasis on both quantitative theory and social awareness. I would like to combine my hands on film experience and technical economics skills to pursue a career in the financial side of the entertainment industry.

This is a space where you can describe your goals and experiences, like the About section on LinkedIn.

Education



University of Notre Dame primary education
Bachelors, College of Arts & Letters
Aug 2017 - May 2021
Major in Economics, Film, Television and Theatre

Add your education, including your major, GPA, and graduation date.

Work & Volunteer Experience



Center for Career Development
Videographer

Apr 2019 - Present (8 months) | Notre Dame, IN

- Film and edit video for marketing and communication purposes
- Create social media and website content

Organizations & Extracurriculars



President
Foodshare

Aug 2016 - May 2019 (2 years, 10 months)
| South Bend, Indiana, United States of America

Recruited, organized, and trained 60 volunteers to weekly shifts where we picked up leftover food from dining halls and restaurants on Notre Dame's campus and delivered it to homeless shelters in South Bend. During my time in leadership, the club expanded from covering one dining hall to two dining halls, multiple restaurants, tailgates, and catered events on campus.

[Add this organization to your profile](#)

Fill out this section with activities like clubs and sports.

Courses

Add any courses you have taken that are pertinent to your desired career field

- Principles Of Marketing
- Film History
- Marketing Research
- Managerial Accounting
- Financial Accounting
- Consumer Behavior

Handshake: Profile Checklist

Activate your account by visiting: go.nd.edu/handshake

Set your privacy accordingly - determine what access level works best for your needs.

- **Private:** You'll be able to apply for jobs but employers won't be able to search proactively for you.
- **Employers:** Your profile will be visible to employers. You may receive messages about potential job opportunities from employers contacting you directly after they review your profile. **STRONGLY RECOMMENDED**
- **Community:** Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You'll be able to message students and alumni who have similar interests or experiences.

COMPLETE YOUR PROFILE

Upload a resume and make a default resume public for employers to see.

Add a picture and a bio.

Select as many SKILLS which you have developed. The more, the better. Keep in mind that some employers search by skills instead of majors and experiences. This area is a very important part of your profile.

Add your current and/or past work experience (internships, campus jobs, etc.) since graduating high school.

Add any clubs, organizations, community service, and residence hall involvement to show how well-rounded you are.

Consider adding any interesting courses or projects you worked on. Employers are looking for intellectually curious students who have project management skills.



SEARCH BEYOND HANDSHAKE

An effective internship and job search strategy extends beyond opportunities posted on Handshake. Students are encouraged to explore the sites outlined below to research and pursue opportunities. The Meruelo Family Center for Career Development provides free access for students for all of these sites.

- Brad Traverse
- CareerShift
- Glassdoor
- GoinGlobal
- Google for Jobs
- Idealist
- Internships.com
- LinkedIn
- Parker Dewey
- US.Jobs
- USAJobs.gov

For links to these sites and many other industry-specific job boards, visit undergradcareers.nd.edu/boards

