

- 1. Resume Writing.**
 - Create, update or finalize your resume.
 - Utilize the [Resume Writing Guide](#) to get started.
 - Schedule an appointment to have your resume reviewed through Handshake, union.joinhandshake.com

- 2. Explore the Handshake Database.**
 - Not sure where to start? **Connect with a [Career Advisor](#)** to explore careers and identify potential positions.
 - Search the [Handshake](#) database to identify internships of interest.
 - **Filter search** by “All Filters” and choose Internship, Location (if applicable), Job Role, Employer Preferences (School Year only), Labeled By Your School (ex: Summer; Virtual/Remote)
 - Bookmark positions to store in your “Saved” folder.

- 3. Review Additional Resources.**
 - Use the [Becker Career Center website](#) ----Student Resources---- [Internship Search Resources](#)
 - There are various resources listed on the webpage under “[Additional Resources By Field](#)”.
 - Review additional websites: [Internships.com](#), [Indeed.com](#), [Internships USA](#), [GoingGlobal](#) and more!

- 4. Write a Cover Letter.**
 - Write an effective cover letter specific to the position(s) in which you are applying.
 - Utilize the [Cover Letter Writing Guide](#) to get started.
 - Schedule an appointment through [Handshake](#) to have your cover letter reviewed.

- 5. Submit Applications.**
 - Write resume and cover letter, submit to [Career Advisor](#) for review, then upload the finalized application materials to [Handshake](#)/database where the position is posted and submit.
 - Be sure to follow **all** application instructions to ensure you have completed the required steps. For many positions, the application process consists of multiple steps.

- 6. Networking.**
 - To compete for opportunities that are not posted, you must understand how to network effectively.
 - Attend the [Union Career Advisory Network \(UCAN\)](#) Orientation to gain access to database of over 13K alumni and friends of Union College willing to connect with Union students.
 - To set up a [LinkedIn](#) account or learn how to utilize it, attend a [LinkedIn Workshop](#) or schedule an appointment through [Handshake](#).

- 7. Prepare for Interviewing.**
 - Learn appropriate employer follow-up strategies after you have submitted your application materials.
 - Schedule an Interview Prep or Mock Interview appointment with the Career Center through [Handshake](#).
 - Utilize [Big Interview](#), our free online training tool to help you practice, with ability to record and review.
 - Be sure your voicemail is a professional greeting.

Contact the Career Center for assistance any step of the way careercenter@union.edu!