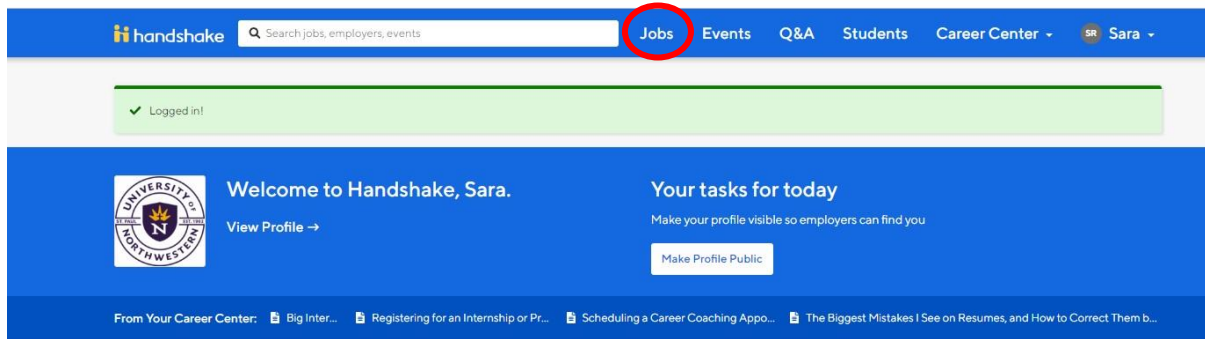


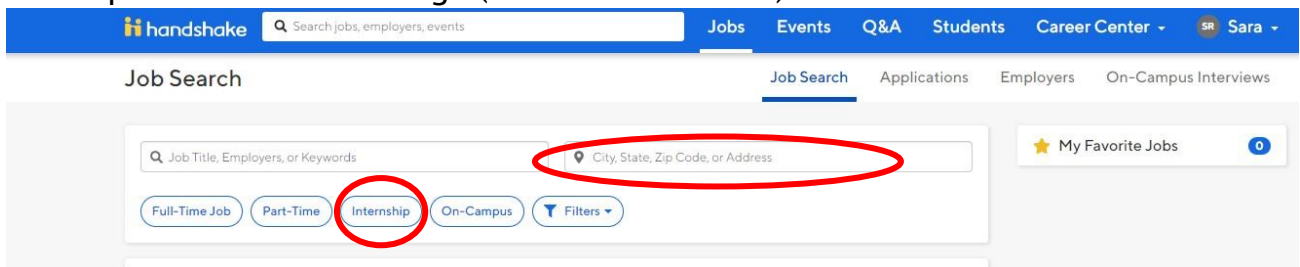
Searching for internships on Handshake

1. Log into Handshake from Career Development tab on theRock. Your first page should look like this. Select “Jobs”.



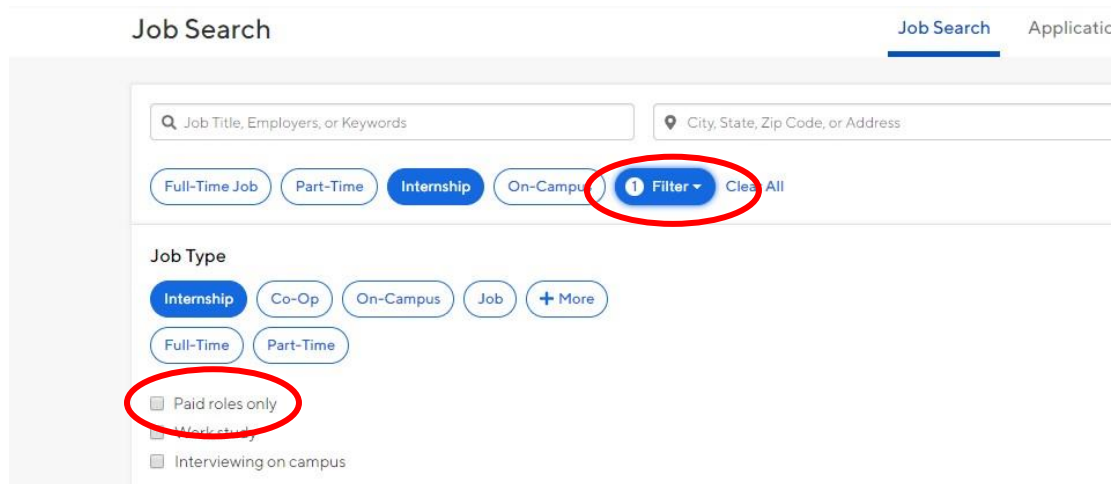
2. Use filters to find a “best fit” internship.

Start by selecting “Internships” and enter a location. Use the dropdown to set the range (default is 50 miles).



3. Get paid and more options

Paid or unpaid? For paid internships check “Paid roles only”. Hit “Filter” dropdown to see more options.



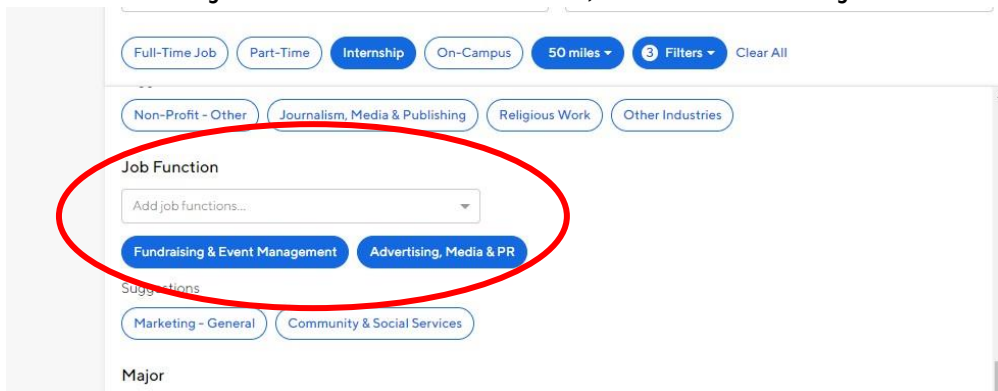
4. Scroll down and select Job Function(s)

Note: search by Job Function, not Major (some jobs list ALL majors)

In this example for a PR major, job functions might include:

- “Fundraising & Event Management”
- “Advertising, Media & PR”

Select all the job functions of interest, then click “See jobs”.



5. Check with faculty advisor

Apply to the internships that interest you. Before you accept a position, show your faculty internship advisor the job description, so that you are sure it will fulfill the requirements of your internship.