



**FALL 2020**

# ***MUST-HAVES FOR YOUR CAREER SEARCH***

## **HANDSHAKE HOW-TO: MAKE HANDSHAKE WORK FOR YOU**

Tues., Oct. 13, 1:30–2:30pm  
[umich.zoom.us/j/92323370033](https://umich.zoom.us/j/92323370033)

Work smarter, not harder! Use this program to learn the tips and tricks on how to customize your Handshake experience and find the jobs, internships, and events you're actually interested in.

## **COVER LETTERS: IMPRESS THE EMPLOYER**

Thurs., Oct. 29, 1:00–2:00pm  
[umich.zoom.us/j/99538182109](https://umich.zoom.us/j/99538182109)

Introduce yourself and your skills to a potential employer through a well-written cover letter. This program details the importance of a clear, concise, and targeted cover letter which will help your materials stand out and get one step closer to landing an interview.

## **RESUME BUILDING FOR YOUR IDEAL JOB**

Wed., Oct. 21, 3:00–4:00pm  
[umich.zoom.us/j/94029469019](https://umich.zoom.us/j/94029469019)

This program will demonstrate how to highlight your experiences, accomplishments, and skills in your resume to effectively apply for a specific job or internship. Everyone has a different story. By crafting your resume in a strategic means, your story will be unique and help you stand out from the pack.

## **TAKE THE GUESSWORK OUT OF INTERVIEWING**

Thurs., Nov. 5, 1:00–2:00pm  
[umich.zoom.us/j/91409246235](https://umich.zoom.us/j/91409246235)

The interview may be the most important aspect of securing a job or internship offer. Constructing a plan in advance can make all the difference and set you up for a great interview. This program will help you prepare, impress, and perform during a job interview.

***CHALLENGE THE IDLE STATE***