

# Handshake

 Handshake



NEW YORK CITY  
COLLEGE OF  
TECHNOLOGY

## What is Handshake?

Handshake is an online career management system for students of New York City College of Technology to search and apply for internships and employment opportunities.

City Tech students and alumni may also use Handshake to:

- Access to personalized job recommendations based on major and interest
- Upload a resume and complete a Handshake online profile
- Make your profile and resume viewable to employers
- View and learn about employers by attending career events and informational sessions
- Search for and apply to open positions

## Who can use Handshake?

Handshake is for City Tech students and alumni access.

- Current City Tech students and alumni

## Handshake Tips

- Handshake does not substitute for a LinkedIn page. Handshake and LinkedIn are separate sites employers may use to search for talent. Be sure to keep all career related profiles complete, professional, and up to date!
- If using a profile picture on Handshake, the photo should be a professional photo of you, clean background, high-resolution image, and business casual attire. Remember, your profile builds onto your personal brand - polish your profile to stand out
- Privacy is important and Handshake allows you to indicate who may see your profile, so decide on your personal preferences

## Issues logging onto Handshake?

Please reach out to [pdcc@citytech.cuny.edu](mailto:pdcc@citytech.cuny.edu) if you are having any issues. You should not create your own Handshake account, as the platform will not connect and sync to City Tech's career services account.

## GET STARTED WITH HANDSHAKE

# 1

### Claim your Handshake account

- Log on to <https://citytech.joinhandshake.com/> (using your City Tech email address)
- Activate your account
- Update your profile and your notification preferences so that employers can view your profile

# 2

### Upload your Resume

- On your profile, click on "Documents," which is located on upper right side of the page
- Click "Add New Document" to upload your resume, cover letter, and other application documents using a PDF version

# 3

### Build your Profile

- Handshake will prompt you to build your profile. Add your content and fill in fields for a more accurate and complete profile

**NOTE:** Please be sure to use your official **City Tech email address** to sign up for Handshake. It should be a variation of your first and last name @mail.citytech.cuny.edu.