

GETTING STARTED

Pace University Career Services



OUR MISSION

We help every student find a great job and build the foundation of a successful career—no matter who they are, who they know, or what their major is.

GET YOUR RESUME READY TO ROCK

The sooner you get started with Career Services, the sooner you will get hired for an internship or job. The first step? Click on Mandatory Workshop "Rock Your Resume" on classes.pace.edu (click the Community_Semester tab). Use this workshop to create your resume!

Note: International students must complete all sections of the INSPIRE program on Classes

GO SHOPPING ON HANDSHAKE

Handshake is your career command center. Your destination for workshops, events, internships, jobs, career fair information, employer spotlights, and much more. Look on [Handshake](#) every day (in the events and career fair tabs) for chances to meet employers who are posting these amazing opportunities. [Handshake](#) had 70,000+ jobs and internships posted last year!

YOUR PROFILE GETS YOU OPPORTUNITIES AND NOTICED

Handshake uses computer intelligence to continually generate opportunities and events just right for you. The more you use it, the smarter Handshake gets about your goals.

Go-getter tip:

If you set your profile as visible, employers can check you out and contact you about positions.

To apply for positions, log into pace.joinhandshake.com with your MyPace credentials.

- Upload a PDF version of your resume
- Click on "Build Profile from Resume" and review your profile for accuracy
- Go to the Jobs tab and start applying

Go-getter tip:

For every application, revise your resume with keywords found in each unique position description.

- [Jobscan.co](#) is a great tool to help you make different versions that you can upload on Handshake

WE SUPPORT YOU IN YOUR SEARCH

Need some help with your search? We are very accessible and flexible:

- Schedule a "[Search and Apply](#)" appointment on Handshake to work with a Career Counselor 1:1
- Check out our online resources in [Classes 24/7](#)
- Register for one of our many live group [workshops](#) held every week
- RSVP for one of our weekly [Question & Answer Session](#) events on Handshake
- Schedule an "[Office Hours](#)" appointment with a Career Counselor, which is available every day



[pacecareers](#)



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