



Lewis University Career Services is committed to the health and safety of all students, alumni, faculty, staff, and employers. As we navigate the impact of COVID-19 on our community, we encourage you to use our services to their fullest extent.

Career advisors are prepared to manage our services remotely. We anticipate that more students will be requesting this type of assistance. Below is a list of resources that are always available to you. Please take advantage of them as you continue your search for internships and full-time jobs.

1. Resume support:

- a. **Starting a new resume:** Building your first resume or starting a new version? Click here for samples and general guidelines: <https://www.lewisu.edu/resources/careerservices/resumetips.htm>.
- b. **Resume review:** Need someone to review your resume? Submit it to Handshake. Career advisors review resumes and cover letters online within 7-21 business days. Instructions for using Handshake are located below.

2. **Interview practice:** We know many of you have been offered interviews from the Career Expo and other events! You can get excellent tips and even record yourself practicing interview questions with a webcam on Big Interview. There's also an app so you can practice interviewing using your phone. Go to www.lewisu.biginterview.com, use account code 0767, and your Lewis email to be recognized as a Lewis student.
3. **Job and internship postings:** All employers who connect with our office are instructed to post openings on Handshake. View postings using the Handshake login information below. See login instructions below.
4. **Additional career tips and guidance:** Visit our website for more career information. Click "Students" for a suite of tools on researching careers, writing cover letters, networking and more.
5. **Appointments:** Career advisors can assist you remotely by phone or other online platform. Use the Handshake instructions below to access appointment times with your designated advisor. Each advisor will confirm your appointment time and how to connect on-campus or remotely.

Handshake access for students: log into mylewis.lewisu.edu -> **Resources** -> **Handshake**. Alumni and employers log into www.lewisu.edu/gethired.

- **Upload resumes and cover letters:** click on your initials at the top right of your screen. Select "Documents."
- **Search jobs and internships:** Click on "Jobs" at the top of your screen.
- **Schedule an appointment:** Click "Career Center" and then select "Appointments."

Your health is important. So is your job search. We are ready to support your career development and employment planning either on-campus or remotely! For additional information or questions, please call 815-836-5282 or email careerservices@lewisu.edu. Please include your full name, major, and phone number.

