



**HAAMI ENRICHMENT SESSION**  
***Health Studies Peer Group***  
***Career Services Resources***  
**4.7.21**

Career Services Resources

<https://www.memphis.edu/careerservices/>

<https://www.memphis.edu/careerservices/students-alumni/index.php>

- Career advising/exploration/planning
- Resume & cover letter writing guidelines
- Interview preparation
  - Mock interviews
  - Dress for success tips
  - Behaviors for interview success
  - Sample questions employers might ask
  - Sample questions applicants should ask
- Internship/Job opportunities
- Graduate school planning & preparation

## TigerLink/Handshake

<https://www.memphis.edu/careerservices/tigerlink.php>

- Request appointment with career specialist
  - Health studies career specialist is Ms. Fonda Fracchia
- Upload resumes and cover letters for review
- Review and apply for internships & jobs
- Register for workshops and career fairs

## Instructions

### How to Schedule an Appointment in Handshake

1. Login to your Handshake account here: <https://www.memphis.edu/careerservices/tigerlink.php>
2. Make sure you have “agreed to the new **“Handshake User Agreement”** by checking the box
3. Click on the **“Appointments”** tab near the middle of the page LHS
4. Click on **Health and Wellness** (Memphis Campus, not Lambuth)
5. Choose the **“appointment type”** you would like to schedule
6. Choose the **“date/time”** you are requesting to schedule the appointment.

## Instructions

### How to Upload Your Resume in Handshake

1. Login to your Handshake account here: <https://www.memphis.edu/careerservices/tigerlink.php>
2. Make sure you have “agreed to the new **“Handshake User Agreement”** by checking the box
3. Click on the **“circle with your initials”** at top RHS of page
4. Click on **“Documents”** (second tab down on RHS of page)
5. Click on **“Upload Documents”** then upload your resume.
6. PLEASE **DO NOT MAKE YOUR RESUME “VISIBLE”** TO EMPLOYERS UNLESS IT HAS BEEN **“APPROVED”** BY A CAREER SPECIALIST.

TigerLink powered by Handshake | Documents | Handshake | Interviewing for Jobs and Interns

memphis.joinhandshake.com/users/19098514/documents

Apps | Welcome to Career... | Settings | UoM Login Service | The University of M... | WORKFORUM Unw... | Login | My Meetings - Zoom | Other bookmarks

You are currently viewing the site as Fonda Tiger

Search | Jobs | Events | Q&A | Students | Messages | Career Center

### Documents

Add more resumes, cover letters, or transcripts [Add New Document](#)

#### Resumes

Name	On Profile	Date Added	Status
<a href="#">Nursing Resume Fall 2019.pdf</a>	<input type="radio"/> Visible	September 17th 2019	Reviewed
<a href="#">John Smith - SHS Standard Resume.pdf</a>	<input type="radio"/> Visible	June 15th 2020	Reviewed

#### Cover Letters

You don't currently have any cover letters uploaded. Why not [upload one?](#)

#### Transcripts

You don't currently have any transcripts uploaded. Why not [upload one?](#)