

# Career Services Resources

## Handshake

### Use Handshake to:

- Make an appointment with Career Services' staff
- Search for and apply to jobs
- Explore career fair opportunities
- Learn about scheduled drop-in times and career presentations

## Career Fair Plus

### Use Career Fair Plus to:

- Participate in Michigan Tech's virtual career fairs
- Participate in Michigan Tech's virtual resume & interview blitzes

## Co-ops

Co-ops are a great way to maintain full-time student status while working full-time in a job related to your major

- Some restrictions apply
- [Learn more](#) about co-ops and how to register for Michigan Tech's co-op program
- Contact the co-op team directly at [co-op@mtu.edu](mailto:co-op@mtu.edu)

## Videos

Check out MTU Career Services on YouTube for videos and necessary know-how, including:

- [Establishing a profile and how to make appointments with recruiters on Career Fair Plus](#)
- [Creating a resume](#)
- [Writing a cover letter](#)
- [Participating in an interview](#)
- [Developing a LinkedIn profile](#)
- [Learning to negotiate](#)

## Templates & Writing Prompts

Visit our website for a variety of resume templates and writing prompts, including:

- [General resume](#)
- [First-year student resume](#)
- [Description writing prompt](#)
- [Cover letter](#)
- [References sample](#)

## Career Exploration

- Complete a [60-item questionnaire](#) that helps you gauge your career interests
- Assess your [job skills](#)
- Conduct a [job search](#) using a Department of Labor-affiliated site



Michigan Technological University  
**Career Services**

## Career Services

Admin 220

[mtu.edu/career](http://mtu.edu/career)

[career@mtu.edu](mailto:career@mtu.edu)

Instagram: [@mtucareerservices](https://www.instagram.com/mtucareerservices)  
Student Affairs at Michigan Tech