

## How to Schedule a Resume/Cover Letter Review Appointment

- 1) Log into Handshake with your Cedarville Account credentials ([cedarville.joinhandshake.com](http://cedarville.joinhandshake.com))
- 2) **Career Center > Appointments > Schedule a New Appointment**
- 3) Choose **“Resume OR Cover Letter Review”**
- 4) Scroll through and choose desired day/time to set up your appointment
- 5) Under appointment medium select the what you’re most comfortable with (*In-Person or Virtual on Handshake*)
- 6) Write a brief message under “What can we help you with?” > **SUBMIT REQUEST**
- 7) You will immediately receive an email letting you know that your appointment has been “Approved”
- 8) Come to our office on the day/time of your scheduled appointment with a copy of your resume (hard copy or electronic) unless you receive an email from us notifying you otherwise.

### **OR**

if you chose **Virtual on Handshake**, go to your appointment through your email notification or log into Handshake > Career Center > Appointments > Upcoming Appointments > Select your appointment. You can click “Start Video Appointment” up to 5 minutes before the appointment is scheduled to start.

If you want to download one of our resumes and/or cover letter samples before your appointment, you can do so by logging onto [cedarville.joinhandshake.com](http://cedarville.joinhandshake.com) > **Career Center > Resources > Choose the sample you want > Download attachment.**