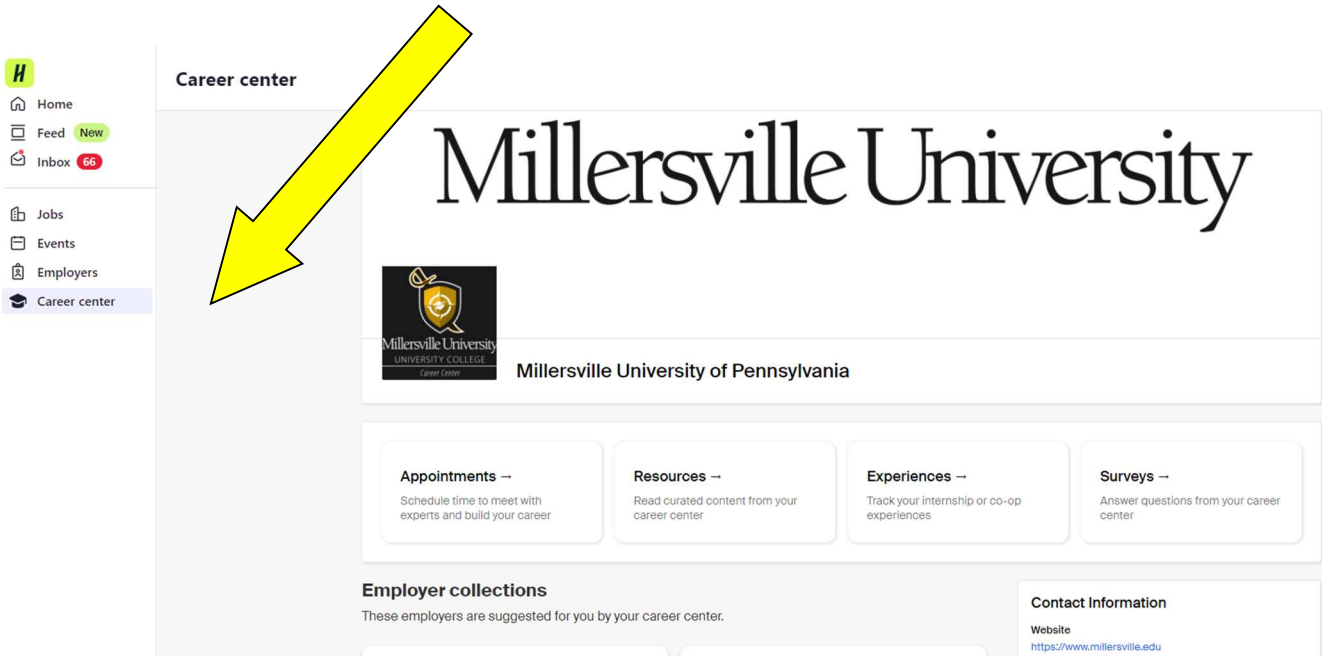
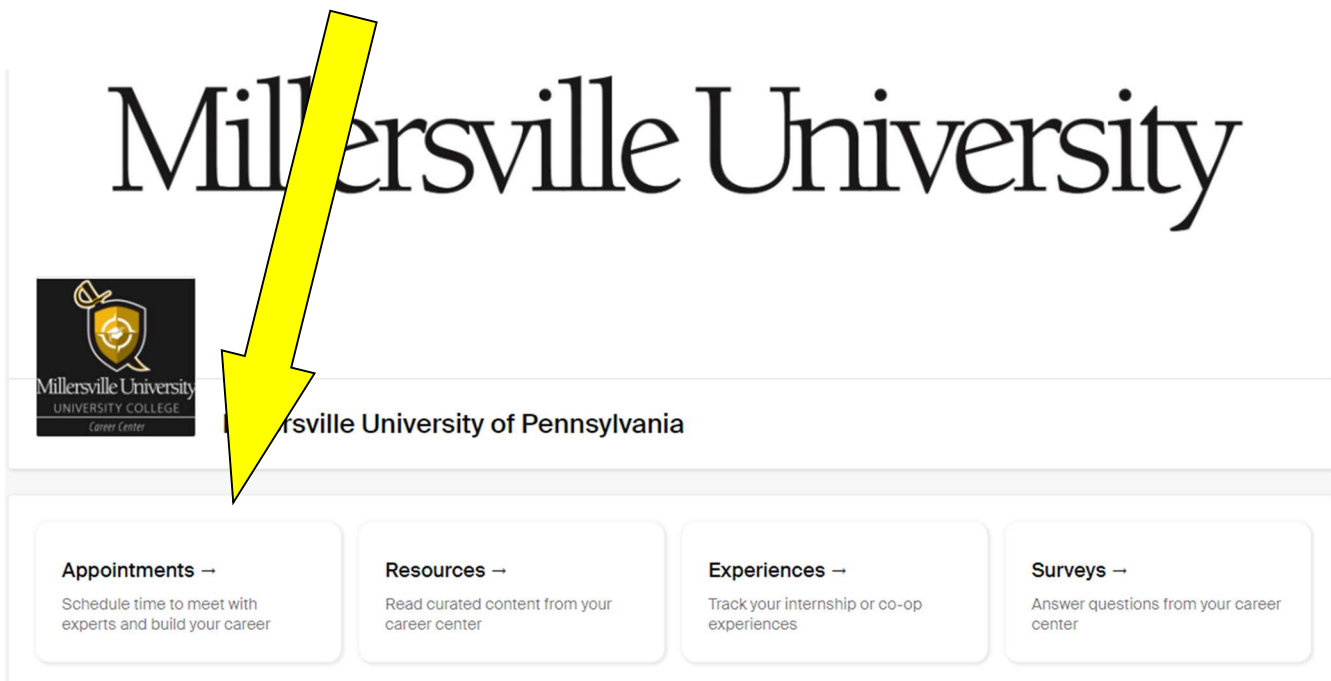


HOW TO SCHEDULE AN APPOINTMENT WITH THE CAREER CENTER

- Login to Handshake with your Millersville Credentials: [Handshake Log-in](#)
- Once on your main page, click on “Career Center” in the left-hand margin.



- Then click on “Appointments”



- Then click on “Schedule an Appointment”

Appointments

[Schedule A New Appointment](#)

Upcoming Appointments

Appointment	Type	Date	Status
Appointment with Arianna Vargas	Discuss Credit-Bearing Internship Process	Tuesday, March 9th 2021 at 10:00 am	Completed
Appointment with Patty Taggart	Discussion: Current Internship	Wednesday, March 10th 2021 at 10:00 am	Declined
Appointment with Margo Sassaman	Cover Letter	Monday, March 15th 2021 at 9:00 am	Completed

- You will then select a category.

Choose a Category

[Internships](#)

[Mentorship](#)

[Resume for Job Seekers](#)
Resume Review for Job Seekers - This appointment is designed to help you craft a strong resume that will make you a standout candidate for full-time/ part-time positions.

[Resume for Internship Applications](#)
Boost Your Internship Chances with a Resume Review - This appointment is designed to help you craft a strong resume that will make you a standout candidate for internship positions.

[Cover Letter](#)
A cover letter is a concise, professional introduction that complements your resume. It typically spans one page and serves three key purposes.

[Making Career Decisions](#)
Explore Career & Major Options: Learn about various career paths and majors that align with your unique strengths and goals. We'll guide you through Focus 2 self-assessments and exercises to identify your interests, skills, and values.

[Full-time and Part-time Jobs](#)
Are you ready to take your job search to the next level? This appointment will help you gain valuable insights into your earning potential and develop a personalized job search strategy.

[Interviewing](#)
This appointment is designed to help you excel in your upcoming job interview. We'll guide you through the entire interview process, from preparation to execution.

[Graduate School Help](#)
Discuss your interest in pursuing a graduate degree, explore program options, and receive guidance on the application process.

[LinkedIn Assistance](#)
This personalized appointment is designed to help you optimize your LinkedIn profile and position yourself as a strong candidate for your desired career opportunities.

- After a category is selected, specific appointment topics within that category will be displayed. Select the reason for your appointment.

Choose an Appointment Type

Building Your First Resume

This meeting is dedicated to creating or reviewing your first resume. We'll discuss your skills and experience to craft a document that effectively highlights your qualifications for potential employers.

Resume: Working Draft

A resume is a one- to two-page document summarizing your professional qualifications, including your work experience, skills, education, and accomplishments. It's a marketing tool designed to catch the attention of potential employers and convince them you're the perfect candidate for internships and jobs.

Resume Final Draft

A resume final draft appointment is a meeting scheduled to review and finalize your resume before submitting it for job applications. This can help ensure your resume is polished, error-free, and effectively portrays your skills and experience to potential employers.

- Based on your selection, you will be provided with dates of available appointments. Select the date and then select the appropriate staff member and time you would like to meet.

Category

Internships

Type

Discuss Credit-Bearing Int...

Staff Member

No Preference

Appointment Medium

No Preference

←

Week of Sunday, March 14th ▾

→

Sunday

March 14th 2021

No Appointments Available

Monday

March 15th 2021

Appointments Available

Tuesday

March 16th 2021

Appointments Available

Wednesday

March 17th 2021

Appointments Available

Thursday

March 18th 2021

Appointments Available

Friday

March 19th 2021

Appointments Available

Saturday

March 20th 2021

No Appointments Available

Mar 11

Time Zone: Eastern Time (US & Canada) ▾

Patty Taggart - Mar 11 - Discuss Credit-Bearing Internship Process

9:00 am EST - 9:30 am EST

Patty Taggart - Mar 11 - Discuss Credit-Bearing Internship Process

9:30 am EST - 10:00 am EST

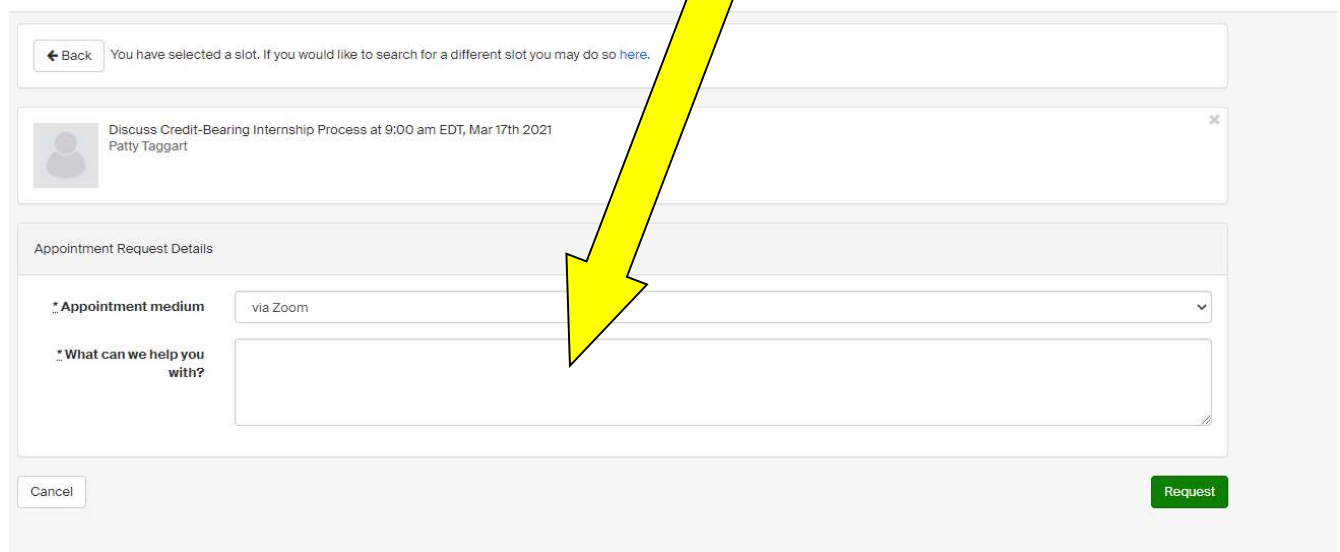
Patty Taggart - Mar 11 - Discuss Credit-Bearing Internship Process

12:00 pm EST - 12:30 pm EST

Arianna Vargas - Mar 11 - Discuss Credit-Bearing Internship Process

12:00 pm EST - 12:30 pm EST

- The next screen shows your topic, date, time and staff member. If you have any specific details you would like us to review in the appointment, please enter in the box provided and select the appointment medium.



The screenshot shows a web form for scheduling an appointment. At the top, there is a 'Back' button and a message: 'You have selected a slot. If you would like to search for a different slot you may do so [here](#).' Below this is a header section with a profile icon, the text 'Discuss Credit-Bearing Internship Process at 9:00 am EDT, Mar 17th 2021', and the name 'Patty Taggart'. The main section is titled 'Appointment Request Details'. It contains two fields: 'Appointment medium' with a dropdown menu currently set to 'via Zoom', and 'What can we help you with?' with a large text area. At the bottom, there are 'Cancel' and 'Request' buttons. A large yellow arrow points from the top right towards the 'Appointment medium' dropdown menu.

- Once your appointment is approved, you will receive a confirmation email to your student email.
- To cancel your appointment, either cancel through Handshake or email careers@millersville.edu.

Any questions or difficulties scheduling appointments please email careers@millersville.edu.