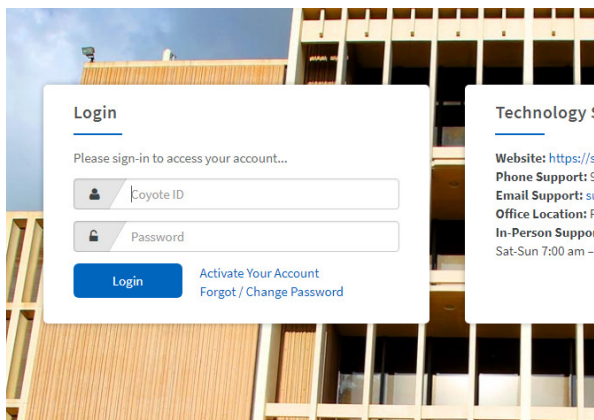


## Applying for Internships

The following is a guide on how to search and apply for internships through your Handshake account. Handshake not only includes internship postings, but it also includes fellowships, graduate school applications, and employment opportunities.

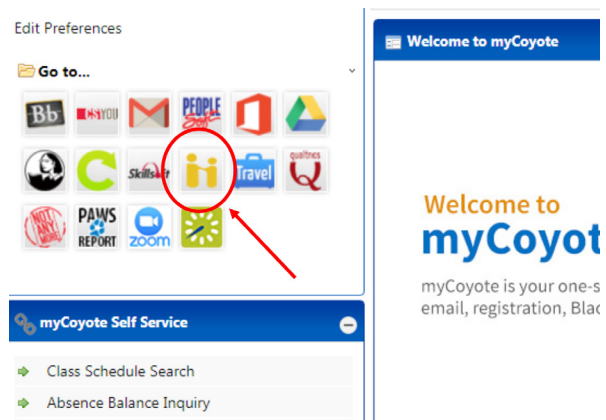
### STEP 1

Go to <https://mycoyote.csusb.edu> and login into your MyCoyote account with your Coyote ID and password. This will lead to your MyCoyote portal homepage.



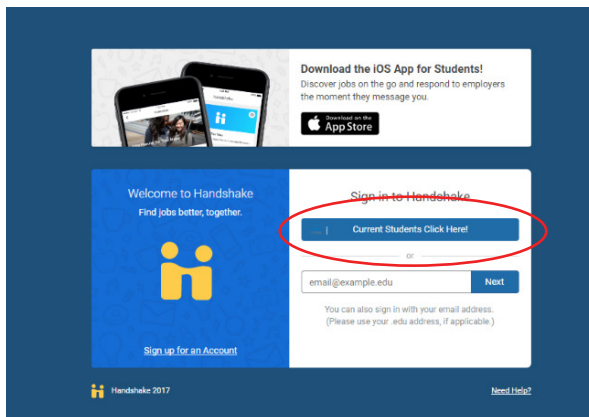
### STEP 2a (MyCoyote Login - Recommended)

Click on the Handshake icon on your MyCoyote homepage. This will lead you to the Handshake login page, where you can enter your account information.



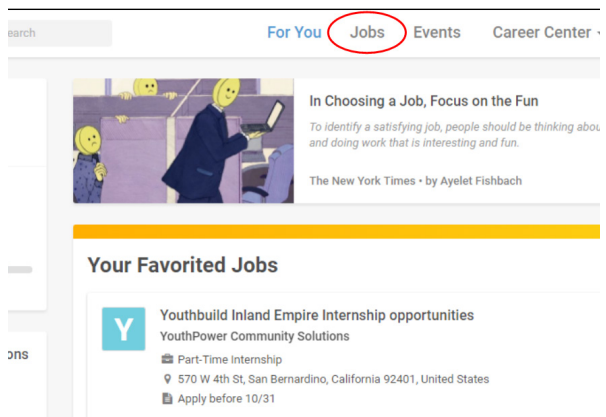
### STEP 2b (Alternate Login)

Click on the blue "Current Students Click Here!" button on the Handshake login page. This will take you to your Handshake Account. If you haven't made an account, click on the blue "Sign Up for an Account" option on the bottom left-hand side.



### STEP 3

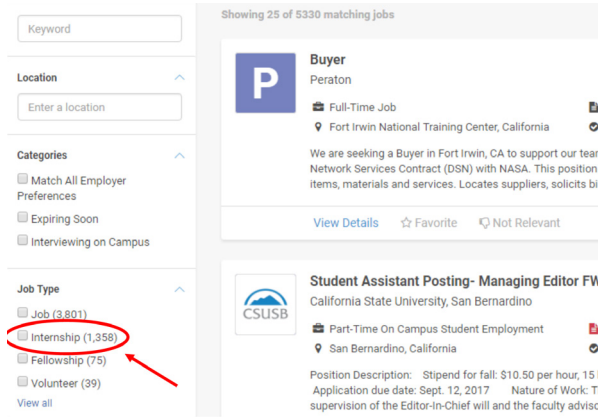
Once you are in the Handshake portal, click on the "Jobs" tab on the right side of the Handshake toolbar. You will then be sent to the job board which will show you all open and available job positions and internship opportunities.



# Applying for Internships

## STEP 4

On the left side of the screen under “Filters,” select “Internships” under the “Job Type” filter. This will bring up a comprehensive list of internship opportunities.



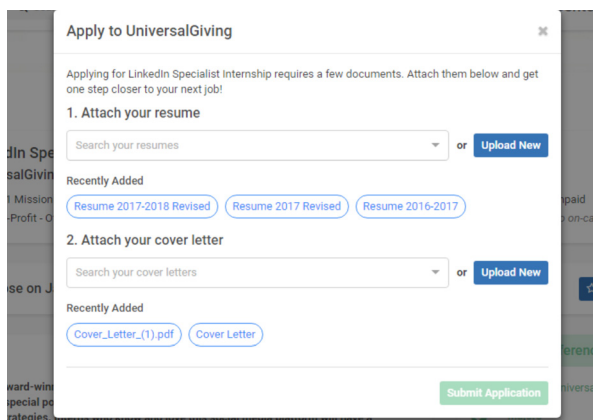
## STEP 5

When you find a internship position you want to apply for, click on the green “Apply Now” button on the right hand side. The “Apply Now” button will be green if you meet all of the internship’s preferences.



## STEP 6

Upload the documents requested by the employer. These documents may include resumes, cover letters, class schedules and/or writing samples.



## STEP 7

Once you have uploaded the necessary documents, complete your internship application by selecting the green “Submit Application” button on the bottom right.

