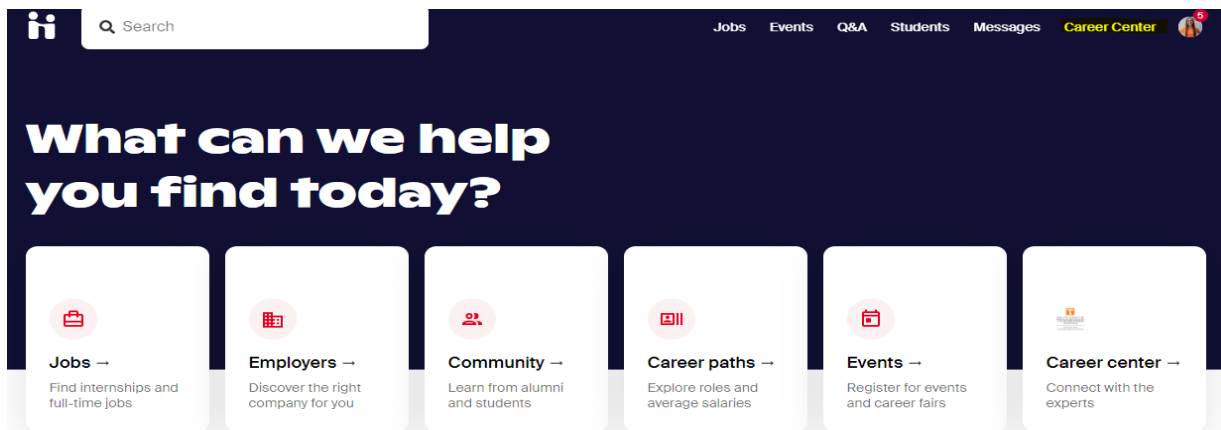


## Directions for signing up for a PCA Resume Review Session:

Resume Review Appointments are quick 10-15 minute sessions with Peer Career Advisors for: Resume, cover letter, and LinkedIn reviews.

### Steps to Sign Up through Handshake:

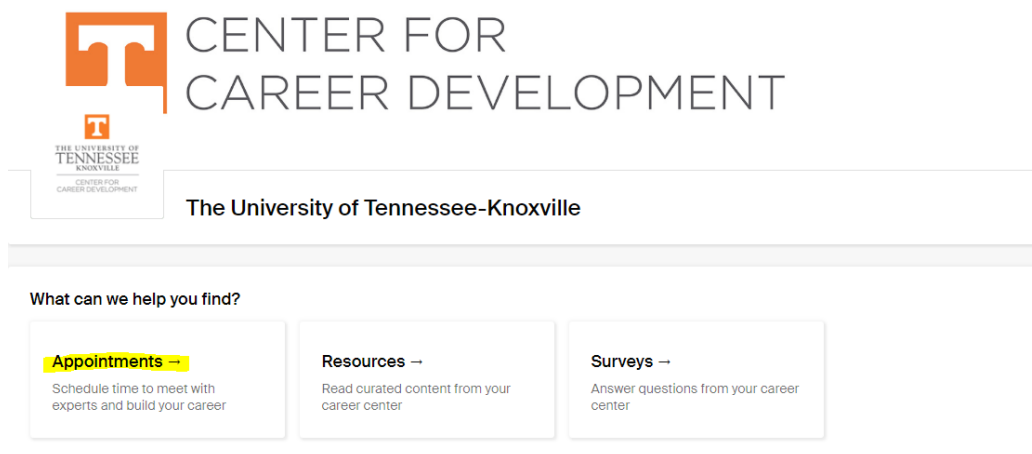
1. Sign into your Handshake account at <https://career.utk.edu/handshake/>
2. Once logged in click Career Center located on the top right of your screen



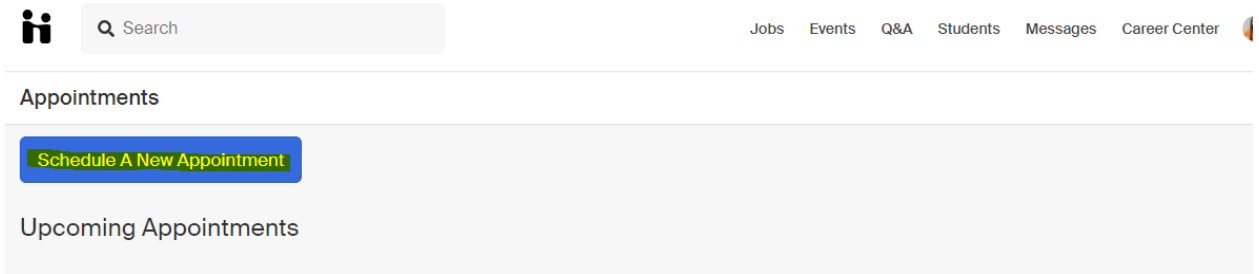
### Jobs You've Favorited →



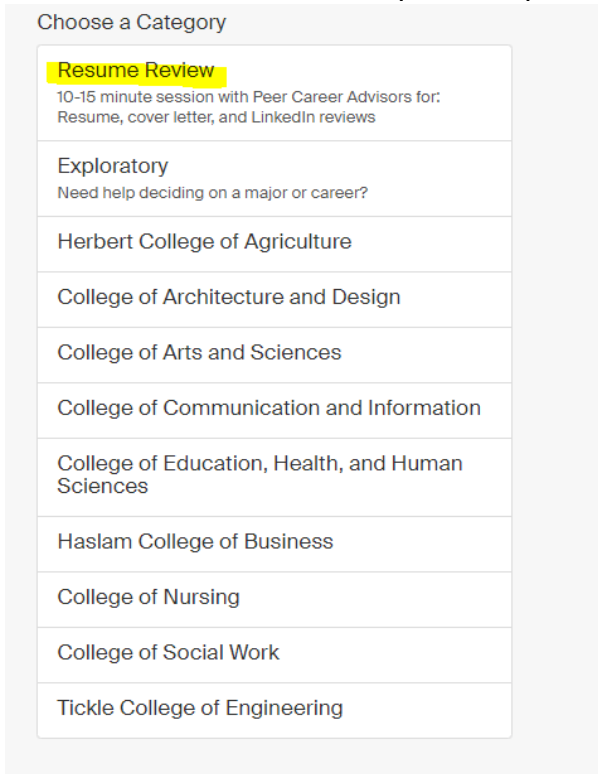
3. You will then click on Appointments located in the center bar



4. You will then select – Schedule A New Appointment



5. Click Resume Review at the top of the option list



6. Then search and select a date and time that works best in your schedule

The screenshot shows a scheduling interface with the following elements:

- Search bar: "Search"
- Navigation: Jobs, Events, Q&A, Students, Messages, Career Center
- Filters: Category (Resume Review), Type (Resume Review), Staff Member (No Preference), Appointment Medium (No Preference)
- Calendar: Week of Sunday, March 22nd. Days: Sunday (No Appointments Available), Monday (No Appointments Available), Tuesday (No Appointments Available), Wednesday (Appointments Available), Thursday (No Appointments Available), Friday (No Appointments Available), Saturday (No Appointments Available)
- Selected Date: Mar 25. Time Zone: Eastern Time (US & Canada)
- Appointment List:
  - Michelle Guthrie - Mar 25 - Resume Review (11:30 am EDT - 11:45 am EDT)
  - Michelle Guthrie - Mar 25 - Resume Review (11:45 am EDT - 12:00 pm EDT)
  - Michelle Guthrie - Mar 25 - Resume Review (12:00 pm EDT - 12:15 pm EDT)
  - Michelle Guthrie - Mar 25 - Resume Review (12:15 pm EDT - 12:30 pm EDT)
  - Jackson Broadwell - Mar 25 - Resume Review (2:00 pm EDT - 2:15 pm EDT)

7. Handshake limits to showing only appointments at least 24 hours in advance

**\* If a day of Resume Review is necessary please call (865) 974-5435 or email [utcareer@utk.edu](mailto:utcareer@utk.edu) to schedule \***