

Scheduling an Appointment

ON HANDSHAKE

Career center

Wittenberg University

Appointments →
Schedule time to meet with experts and build your career

Resources →
Read curated content from your career center

Surveys →
Answer questions from your career center

Collections →
Explore jobs, events and content curated by your career center

STEP 1:
Click **Career Center** on the left navigation menu, then click **Appointments**

Career center

Appointments

Schedule A New Appointment

Upcoming Appointments

No Appointments

Past Appointments

STEP 2:
Select "Schedule A New Appointment"

Choose a Category

Resume Building

Career staff will assist students in building and revising students resumes to be ready for the professional world. Assisting with wording, structure, and proofreading.

Interview Skills/Preparation

Career staff will assist student in an informative session about how to prepare for your interview. Goes through the basics of researching employers, coming up with answers for questions that may be asked, and how to conduct yourself in a professional interview.

Mock Interview

Career staff will assist students by conducting a mock interview that will be like what they face in the professional world. Career services will ask common questions that are asked in interviews. As well as give the feedback about the interview to the students to let them know where they need to improve.

STEP 3:

Choose a category for your appointment. *If you would like to meet for multiple things, please select "General / Career Exploration" as your appointment category.*

Choose an Appointment Type

Resume/Cover Letter Session

Receive personalized feedback and guidance to improve your resume and cover letters for jobs, internships, or graduate programs.

STEP 4:

If asked, choose an appointment type.



Category: Resume Building | Type: Resume/Cover Letter Session | Staff Member: No Preference | Appointment Medium: No Preference

← Week of Sunday, May 3rd →

Sunday May 3rd 2026 No Appointments Available	Monday May 4th 2026 No Appointments Available	Tuesday May 5th 2026 No Appointments Available	Wednesday May 6th 2026 Appointments Available	Thursday May 7th 2026 Appointments Available	Friday May 8th 2026 Appointments Available	Saturday May 9th 2026 No Appointments Available
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May 06

- Kaci Morin - May 06 - Resume/Cover Letter Session
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STEP 5:
Edit your appointment preferences to find a time and team member available.

Appointment Request Details

Fields marked with an asterisk "*" are required.

STEP 6:
Fill out any required information to help Career Engagement prepare for your meeting.

Appointment medium:

What can we help you with?

General Information

Please fill out the following information so our Career Engagement staff can be prepared for your meeting.

* What is your major?

STEP 7:
Request your appointment and wait for a confirmation email.