

How to Apply to Federal Work-Study (FWS) Jobs on *Handshake*

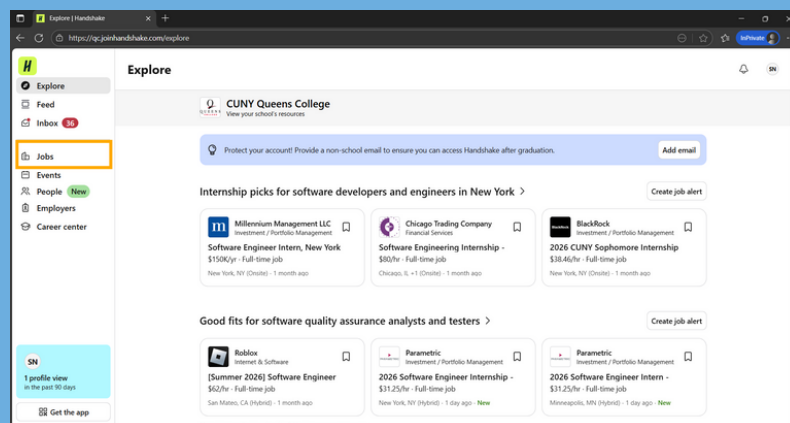
1. Review QC Federal Workstudy website thoroughly

Visit www.qc.cuny.edu/faid/federal-work-study/

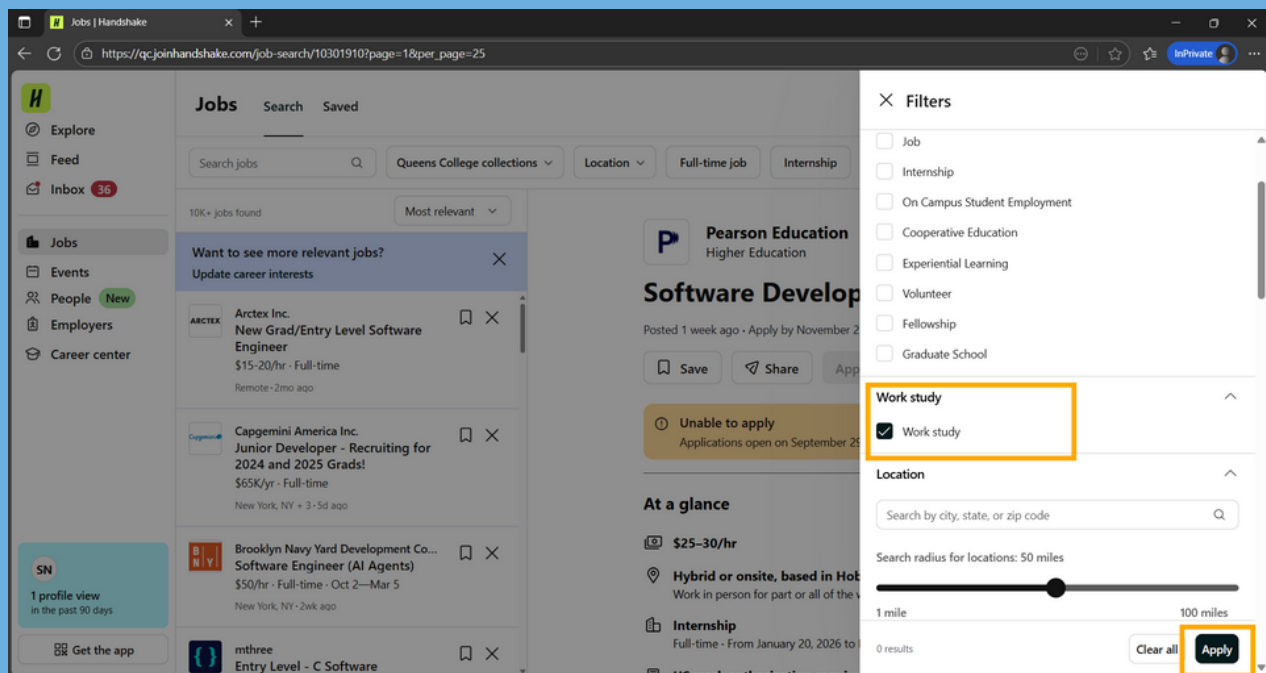
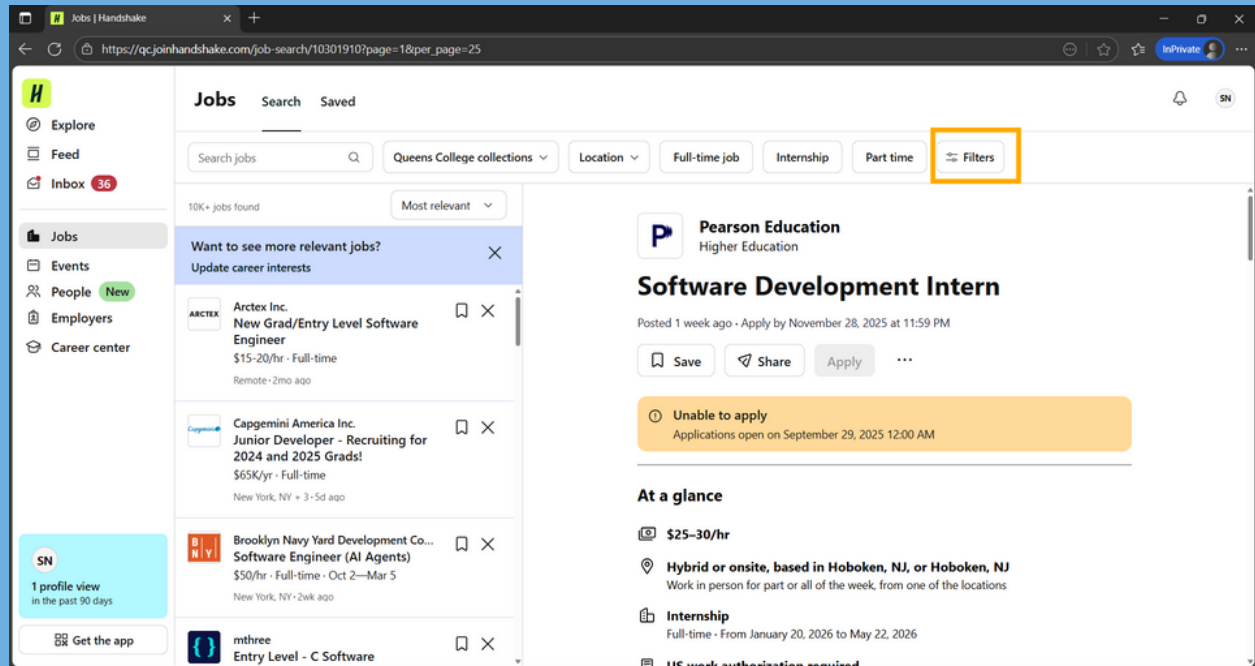
2. Check CUNYfirst to confirm that you have accepted your FWS award

Eligible students who are awarded FWS may view their award information on CUNYfirst via Student Center by clicking Financial Aid, Awards.

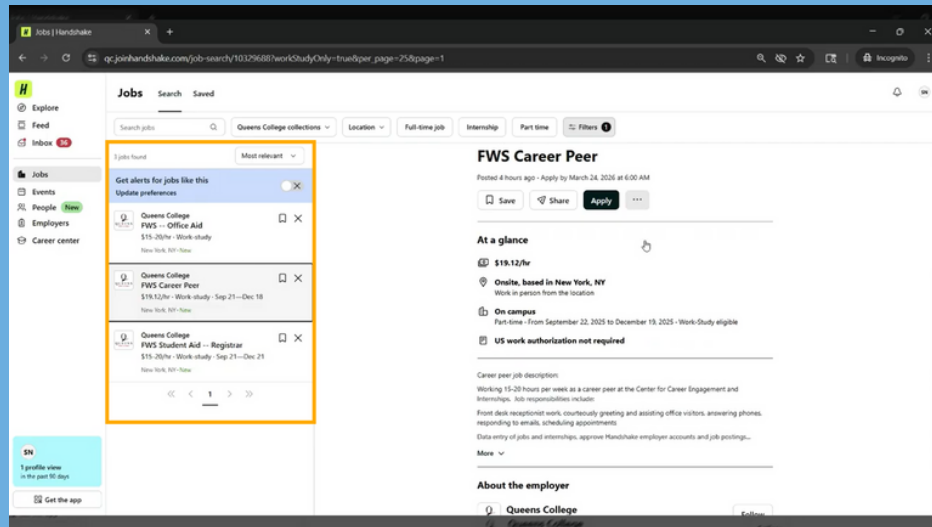
3. Sign in to Handshake and click on “Jobs”



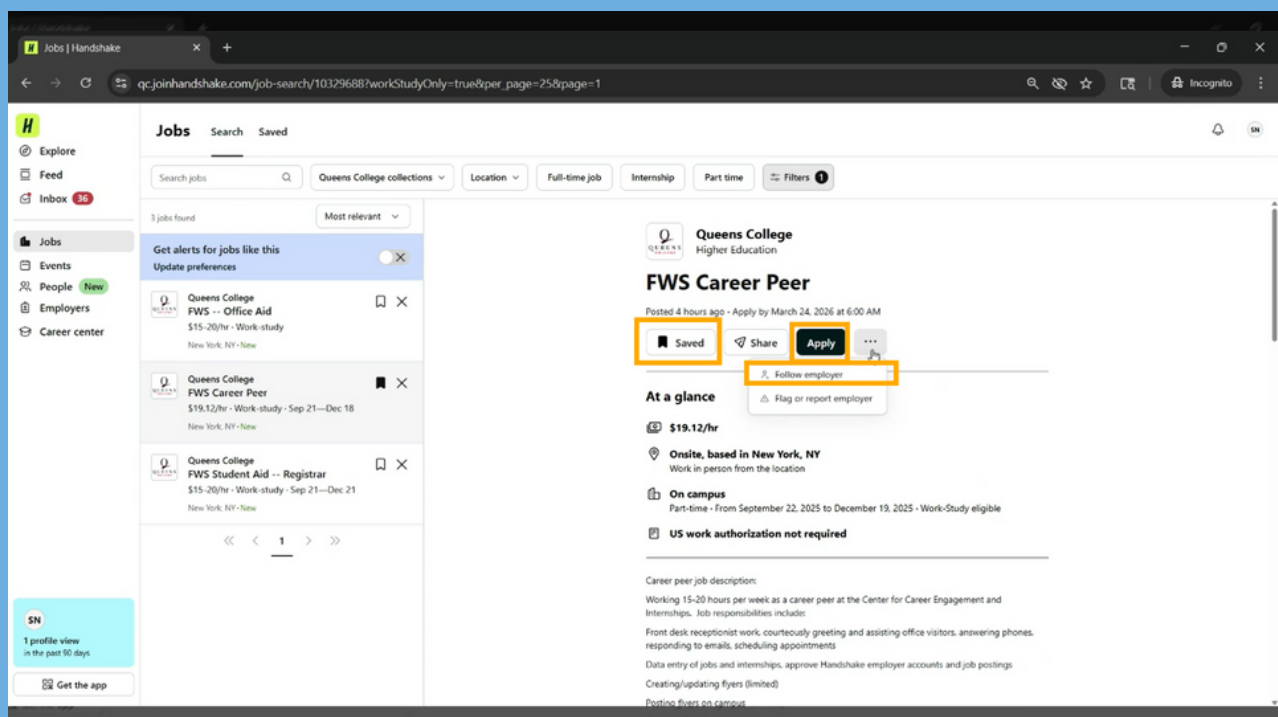
4. Click on “Filter”, check the “Work Study” box, and click “Apply”



5. Browse the available FWS jobs, and view job description, requirements, and details on the right



6. Click “Save” to view the job posting later, click on the 3 dots and “Follow employer” to see other jobs posted by Queens College, and click “Apply”



7. Use the default resume on your Handshake profile, or click the X button, choose a different resume, or upload a new one.

The image shows two side-by-side screenshots of the 'Apply to Queens College' form. Both forms have a title bar with 'Apply to Queens College' and a close button (X). Below the title bar, the text 'Details from Queens College:' is followed by 'Applying requires a resume. Attach it below and get one step closer to your next job!'. Under the heading 'Attach your resume', the left form shows a green bar with a checkmark, the text 'ex_resume', a link 'Preview document', and a checkbox 'Set as default resume'. A mouse cursor is clicking the 'X' button in the top right corner of this green bar. The right form shows a text input field containing 'ex_resume', a search bar with the placeholder 'Search your resumes' and a magnifying glass icon, and a button 'Upload new'. Both forms have a 'Submit Application' button at the bottom right.

7. Click “Submit Application” and you have successfully finished applying! If you are selected for an interview by the employer, they will contact you directly.

This screenshot shows the 'Apply to Queens College' form with the 'Submit Application' button at the bottom right highlighted by an orange rectangular box. The form content is identical to the previous screenshots, showing the 'ex_resume' selected and the 'Search your resumes' input field.