

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

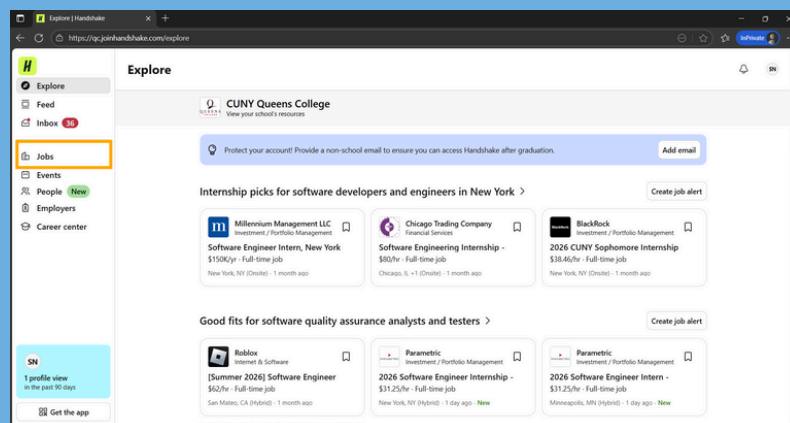
## 1. Review QC Federal Workstudy website thoroughly

Visit [www.qc.cuny.edu/faid/federal-work-study/](http://www.qc.cuny.edu/faid/federal-work-study/)

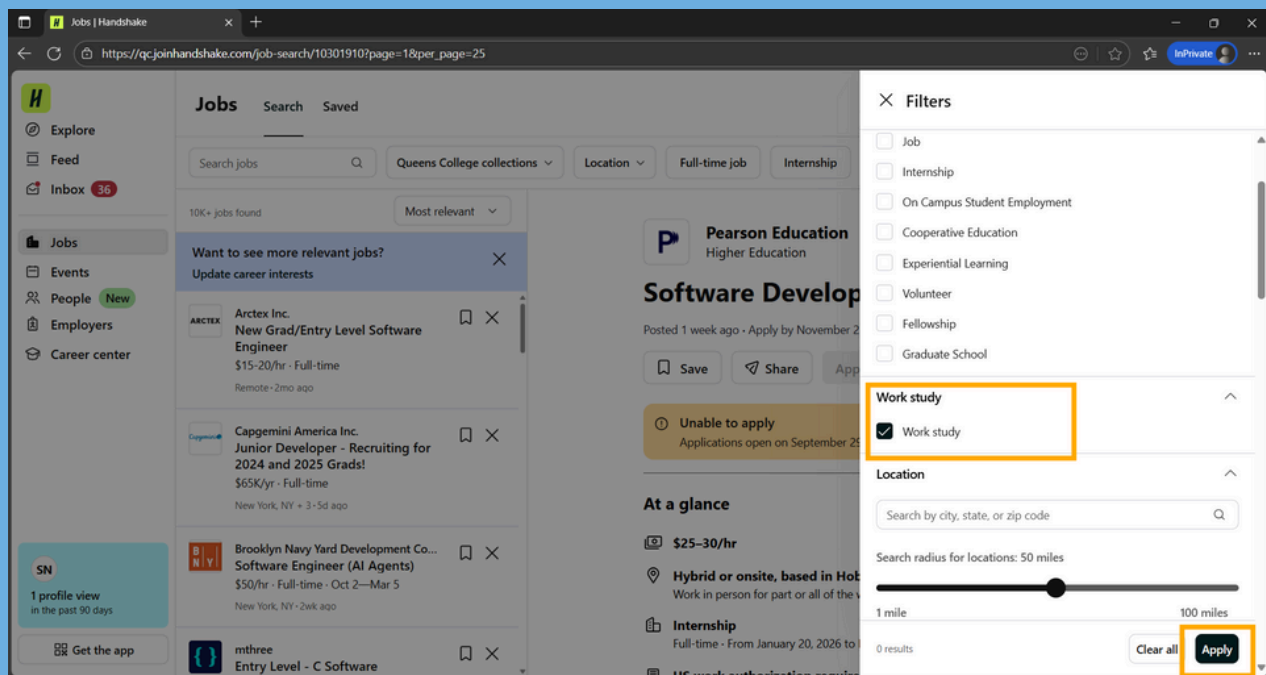
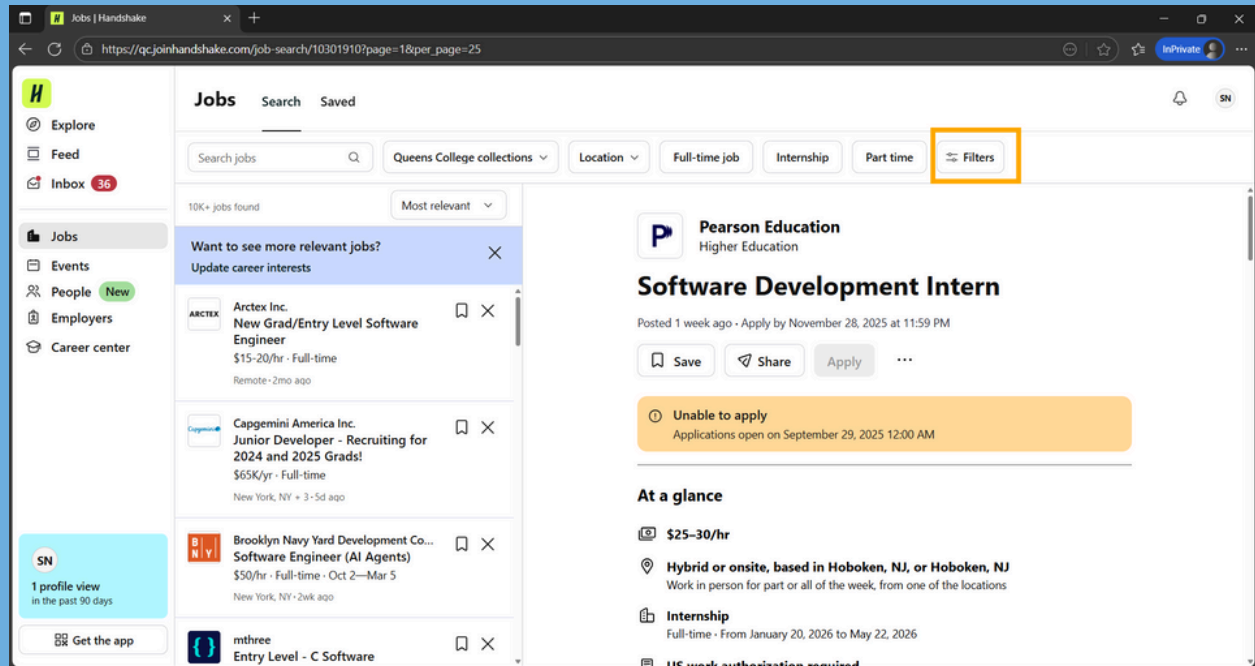
## 2. Check CUNYfirst to confirm that you have accepted your FWS award

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

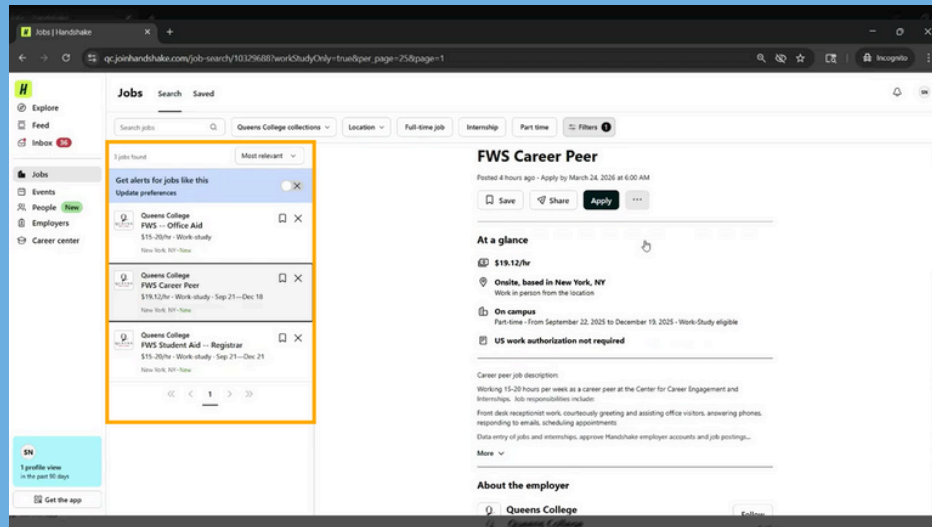
## 3. Sign in to Handshake and click on “Jobs”



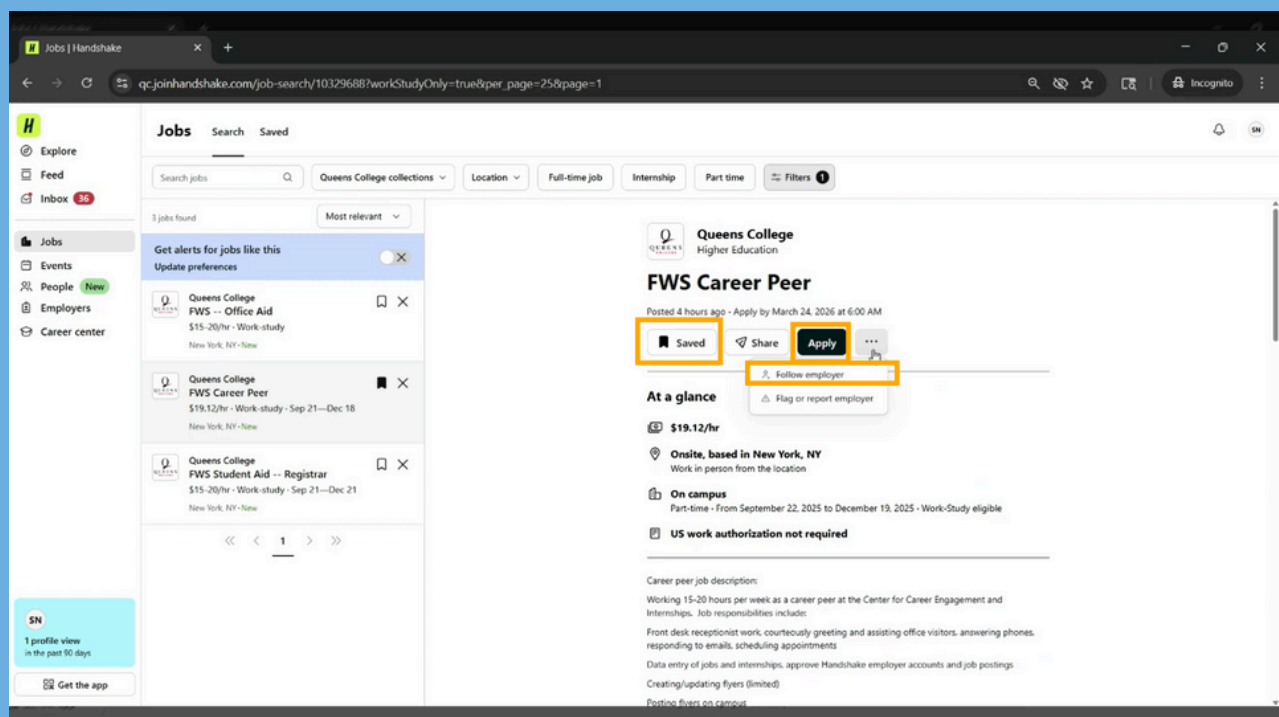
## 4. Click on “Filter”, check the “Work Study” box, and click “Apply”



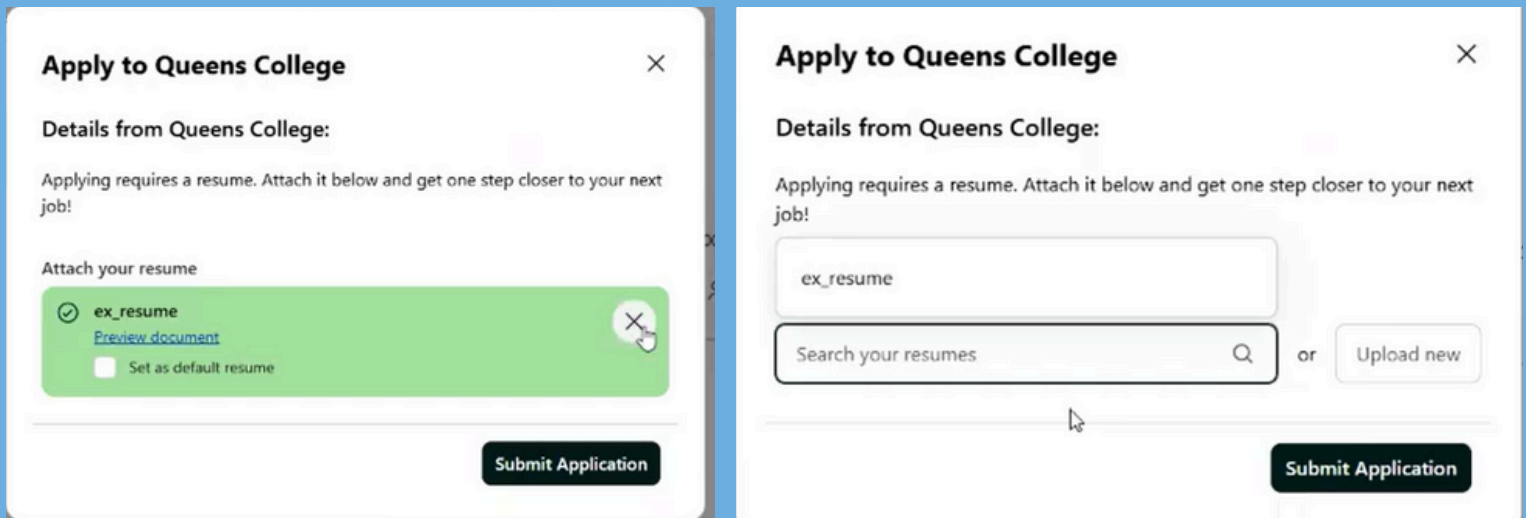
## 5. Browse the available FWS jobs, and view job description, requirements, and details on the right



## 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.**



**Apply to Queens College** [X]

Details from Queens College:

Applying requires a resume. Attach it below and get one step closer to your next job!

Attach your resume

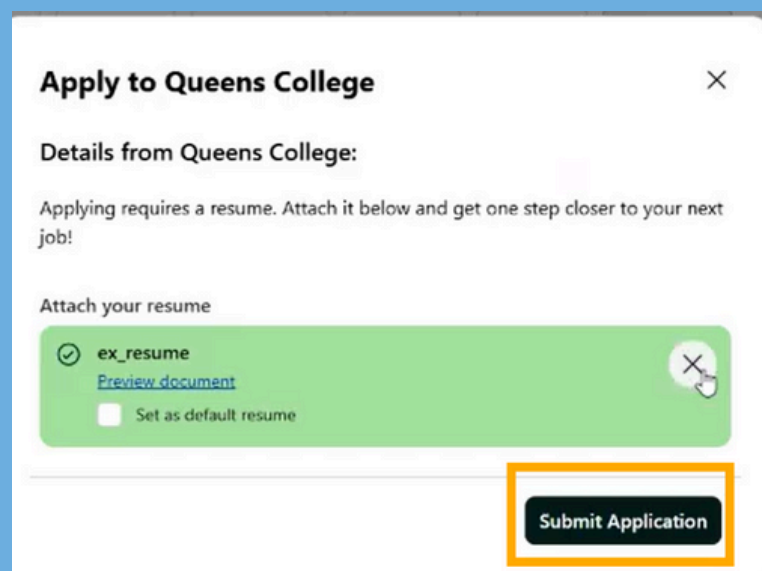
✓ ex\_resume [Preview document](#) [X] ☐ Set as default resume

**Submit Application**

Search your resumes [Q] or Upload new

**Submit Application**

**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.**



**Apply to Queens College** [X]

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**Submit Application**