Dear NAME: *(We will use this all caps placeholder as a reminder to personalize the greeting line when this text is used as a template response.)*

Thank you for your interest in hiring Marquette University students.  We invite you to post your job and internship opening(s) for students and alumni, free of charge, through [Handshake](https://marquette.joinhandshake.com/). In addition to posting opportunities, Handshake allows employers to schedule on-campus interviews, register for career fairs and events and connect with talented Marquette students and alumni.

**JOIN Handshake**

Visit [https://marquette.joinhandshake.com](https://marquette.joinhandshake.com/)/ to create an account.

Review the “[getting started](https://support.joinhandshake.com/hc/en-us/articles/115011431228-Getting-Started-With-Handshake-Employers)” overview for screen shots and instructions. If you have questions about posting to Handshake, please email [businesscareers@marquette.edu](mailto:businesscareers@marquette.edu) and Business Career Center staff will be happy to help.

**POST Internships and Full-Time Positions**

Employers are encouraged to post career-related part-time positions, full-time positions and internships on Handshake. This is the best way to start connecting with Marquette students and alumni. Postings are typically approved in 1-3 business days. Employers may also [search for students and download public resumes](https://support.joinhandshake.com/hc/en-us/articles/219133157-How-to-Search-for-Students-and-Download-Public-Resumes).

**REGISTER for Career Fairs & Events**

**Career Fairs**: Marquette University students participate in [on-campus fairs](http://mu.edu/csc/employers/careerfairs.shtml) in September and a [February fair](http://www.waicu.org/working-students/student-jobs-internships/wipccc-waicu-career-counselors/employers) hosted by Wisconsin’s Private Colleges and Universities.

**Additional Events & Opportunities**: The Business Career Center [on-campus recruiting website](http://www.marquette.edu/business/career-center/employers/campus-recruiting.php) includes [career event calendars](http://www.marquette.edu/business/career-center/employers/campus-recruiting.php#cal).

**SCHEDULE On-Campus Interviews and Information Sessions**

Employers may reserve space for on campus interviews and information sessions during the academic year.  It is often help to review [key academic dates](http://www.mu.edu/csc/employers/oncampusrecruiting.shtml) when determining interviews and information sessions.  Employers may go directly to Handshake to set up an interview schedule or contact [Liz Baird](mailto:elizabeth.baird@marquette.edu) to reserve an interview date and room(s).

Thank you again for your interest in recruiting Marquette University students.  If you have additional questions about recruiting Marquette University business students and alumni, please contact the [Business Career Center](http://www.marquette.edu/business/career-center/employers/contact.php).

Sincerely,

YOUR SIGNATURE HERE FOR PERSONALIZATION