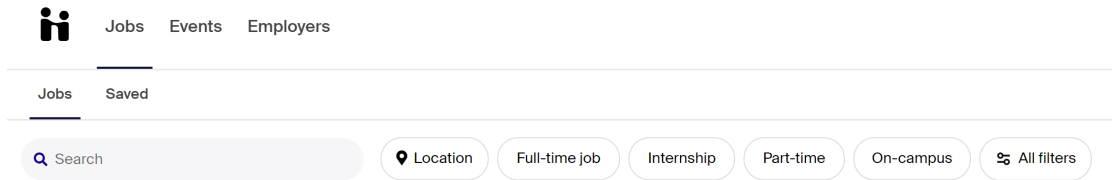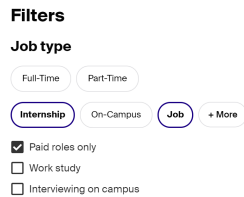# Job Search – How to Filter and Create a Job Alert in Handshake
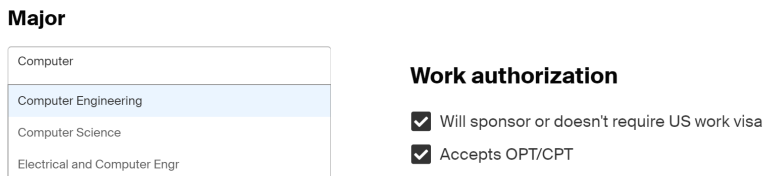
Click on the "**Jobs**" tab in top left corner of your Handshake window. Select "**All filters"** tab.
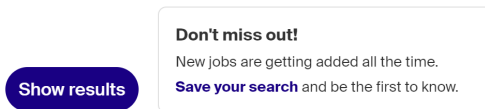

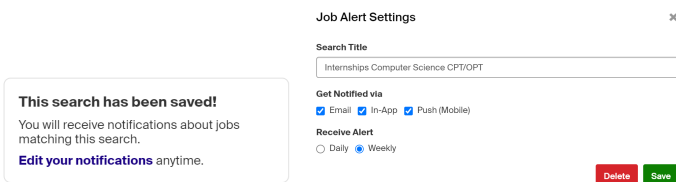Select "**Job type"** (internship or job) and "**Paid roles only"**.

Arrow down to select your "**Major"** and your "**Work authorization"**.


Click to "**Show results**". Click to "**Save your search**".

Click to "**Edit your notifications**". Rename according to the parameters selected. Update preference for how to be notified, how often to receive the alert, and then save any changes.

To access your saved job alerts, click on top right tab (photo or initials), then arrow down to "**Notifications**".
Click to "**Edit Notification Preferences**".
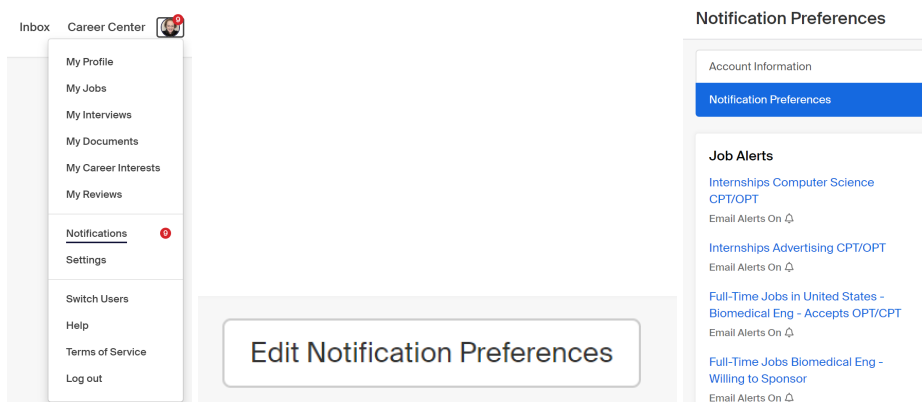
In the left column under "**Job Alerts**", you will find all saved job searches. Click on Title of job alert to go directly to that search. If you no longer wish to receive an alert, click on "**Email Alerts On**" to edit and remove that alert.