



# Trinity

**Trinity Washington University**  
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[www.trinitydc.edu](http://www.trinitydc.edu)

Dear Trinity Employer Partner,

Thank you for your interest in recruiting Trinity students and/or alumni for jobs and internships. We appreciate your partnership. Our primary internship and employment database is **Handshake**—a modern career management platform that makes it easier for employers to recruit talent at Trinity and other universities. Employers will be able to post jobs and internships at no cost, register for career events, and connect with great candidates.

As of July 2020, all employers hosting students for academic internships must be registered on Handshake. In addition, all students participating in an academic internship/practicum (credit bearing) must complete an Academic Internship form via Handshake Experiences which will require electronic signatures from the Faculty Advisor and Internship Supervisor.

### **Creating a free Handshake account is quick and easy.**

- Go to: <http://trinitydc.joinhandshake.com> to register as an employer.
- If you are already using **Handshake**, add Trinity Washington University to your list of schools by logging in and completing the following steps:
  - Click on Schools located on the left navigation bar.
  - Next, click on the Add Schools tab. Type “Trinity Washington University” in the search bar and click the plus sign next to the logo.

Many resources are available on [Handshake's Employer Info page](#) to help you build your profile and post a job or internship.

If you have any questions about becoming an employer partner and/or creating your Handshake account, please contact the Office of Career Services at (202) 884-9363 or [careerservices@trinitydc.edu](mailto:careerservices@trinitydc.edu) .

With sincere appreciation,

Office of Career Services