

# Careershift: Career Management Software

<http://champlain.careershift.com>



*Careershift* provides an easy-to-use approach for managing the job hunt all in one place.

- **Search** for jobs from comprehensive listing of job boards, company websites, and newspapers
- **Get inside** contact information immediately, including email addresses, for millions of companies, even alumni, then save and manage your lists
- **Create** as many targeted resumes and cover letters needed or upload your current documents
- **Automatically** create unlimited email campaigns with your saved contacts, resumes and cover letters. Since you choose your resumes' destination, it's a confidential marketing campaign
- **Campaigns** are automatically saved and recorded. In MY CALENDAR, you can keep notes, and set reminders for follow-ups
- **Access** your confidential CareerShift account from anywhere, anytime, 24/7

## Student & Alumni Account Setup:

1. Go to <http://champlain.careershift.com>
2. Scroll down the page until you see the section marked "Register to Begin"
3. Enter your First Name, Last Name, and Champlain College email address (first.last@mymail.champlain.edu) or current e-mail if you are Alumni
4. Click "Sign Up"
5. Re-enter your e-mail address + Create a password and reconfirm that information
6. Leave the group code as shown "champlain" or type "champlainalumni" if you are Alumni
7. Complete security question info + enter the human verifier number
8. Check box to accept user agreement + click "Next"
9. Select your affiliation (undergraduate student, graduate student, alumni, etc.)
10. You will be brought to your CareerShift account



Click on videos for an intro. Questions can be directed to [admin@careershift.com](mailto:admin@careershift.com) or call toll free (888) 232-0632