

# PROFILE CHECKLIST

Visit [amar.joinhandshake.com](http://amar.joinhandshake.com), click on your initials in the top right hand corner and select 'My Profile' to get started.

## LEFT SIDEBAR - HEADSHOT, INTERESTS, SKILLS & DOCUMENTS

- Add a professional looking headshot - head and shoulders, plain background, and smile!
- Choose your interests - what type of position you're seeking, cities, roles and industries of interest
- List your skills and expertise
- Upload your resume, cover letters, and/or transcripts

## MY JOURNEY

- Initial few sentence summary: who you are, type of position you're looking for (internship, full time)
- Your background (can include why you chose your major and your hands-on field related experience-on or off-campus)
- Co-curricular work, involvement, and leadership

## EDUCATION

- College/University - only include institutions of higher education from which you received a degree
- Degree/major/minor of concentration
- Year in school and GPA (optional)

## WORK & VOLUNTEER EXPERIENCE

- List all related experience in the field in which you wish to work
- Add your employment history (non-industrial/ field related)
- Add your volunteer experience

## ORGANIZATIONS & EXTRACURRICULARS

- Include any organizations or extracurricular activities you are involved with. Be sure to list:
  - Your role (Ex: Member, President, Chair, Volunteer, etc.)
  - Length of time (Ex: May 202x-December 202x)
  - Optional - A brief description of your involvement

## COURSES & PROJECTS

- Add relevant course work
- Add relevant projects you have been a part of (include publications, photos, presentations, pitch decks, websites, etc...)

# STUDENT BEST PRACTICES

## STAND OUT!

Employers search and message students on Handshake - help them find you! Complete your profile and make it public. Make sure these fields are complete (employers can filter by them):

- Education - GPA, major(s), time period end date (graduation date)
- User Settings - school year
- Your Interests
- Post a public resume to be more visible
- Upload your resume in Documents and select visible

## STAY IN THE KNOW!

- Be sure to read the emails sent from Handshake!
- Inside you will find important information from us about career resource, news, career fairs and events, and deadlines.

## EXPLORE FAIRS & EVENTS!

Handshake is your one-stop-shop for all career events. Check out the Events section and mark your calendars! You'll find details on

- company info sessions,
- networking events,
- workshops,
- career fairs,
- see which employers are attending the career fair and what they're hiring for.

## GET CUSTOMIZED SUPPORT!

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## STAND OUT!

Handshake is the #1 place for students to apply for jobs, internships, and other employment opportunities.

- Use the filters (don't just rely on keyword search) to find the best fit for you.
- Most helpful filters: function, industry, job type, location, salary type, and work authorization.
- Favorite jobs to get notifications about deadlines.
- Save your searches to save time in the future.
- Make sure you're qualified - ensure GPA, major, school year, and time period end date (graduation date) in your profile are accurate.
- Favorite jobs and employers to get notifications about their deadlines and upcoming events.

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