Your Handshake Profile

Your Profile is “keyword” searchable by employers on Handshake. The more accurately it describes your academic interests and related skills, the more likely a relevant employer will find you.

My Journey is similar to “Summary” on LinkedIn. Edit regularly to reflect how your goals and skills change relative to internships, research and other opportunities you want to pursue.

Include a professional headshot and update your GPA if 3.0 or above & grad date

Include intended or actual major

Proof and add detail using SAR – situation, action, result

Identify industries of interest to help employers find you
**SKILLS.** Include all relevant demonstrated skills (ones you have an example of performing) ... digital, lab, workstyle, etc.

**Organizations & Extracurriculars.** Use SAR (situation, action, result) to highlight your Campus and Community Engagement

**Documents.** Upload your proofed resume in documents and select visible

**Labels.** Handshake will identify relevant labels. You can also select from the list.

**Courses.** List courses relevant to your job interests.

**Projects.** Include projects you would like to discuss with employers – ones that highlight your academic content knowledge, problem-solving, teamwork or analysis skills.

After completing your profile, make it visible to employers:

1. **Click** your name in the main drop down menu in the top right corner
2. **Select Settings and Privacy**
3. You can then set your visibility preferences for both employers as well as other students at your campus.