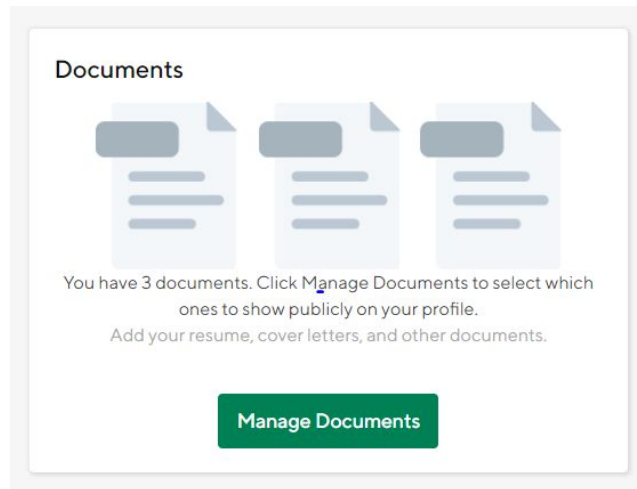


5 Steps for Building Your Handshake Profile

1. Upload Your Documents

You can upload resumes, cover letters, certificates and other professional documents to Handshake. ***NOTE:** Handshake will **ONLY** accept PDF and DOC files

To upload a document, go to: **My Profile -> Manage Documents**



2. Build your Resume!

✦ Get started with 3 easy steps!



Tell recruiters where you've worked or interned before.

[Add or update work experience](#)



Share which organizations or groups you are a part of.

[Add or update organizations](#)



Showcase your top skills to stand out to employers.

[Add or update skills](#)

5 Steps for Building Your Handshake Profile

3. Showcase Coursework and Projects

The screenshot shows the 'Coursework' and 'Projects' sections of a Handshake profile. The 'Coursework' section includes a 'Computer Architecture' entry with an edit icon, a 'Name' field with a placeholder 'Course name...', a 'Code' field with a placeholder 'Course code...', and a checkbox labeled 'I was a TA or Course Reader'. The 'Projects' section shows a project titled 'IQ4 - The Threat Within' with the role 'Cyber Threat Analyst' and dates 'Jan 2018 - May 2018', along with a '(more)' link and an edit icon. To the right is a '+ Add Project' button.

***NOTE:** Handshake gives you the **option to hide your GPA**, but keep in mind that **employers will not be able to locate you as easily.**

4. Make Your Profile Public to Employers

On the right hand side of Student Profile, Handshake will indicate if your profile is private and cannot be seen by Employers.

Click on **Make Profile Public** for Employers to view your completed Handshake Profile when you apply for job/internship opportunities.

A notification banner with a red 'X' icon and the text: 'Your profile is hidden from employers'. Below this, it explains: 'By marking your profile as private, over 200,000 employers cannot search for you or message you about job or internship opportunities.' At the bottom are two buttons: 'Make Profile Public' (green) and 'See Employer View' (blue).

5. Search for Jobs and Internships

The screenshot shows the Handshake job search interface. At the top, there are navigation tabs for 'For You', 'Jobs', 'Events', 'Students', and 'Career Center'. The 'Jobs' tab is active. Below the navigation is a search bar with 'Job Title, Employers, or Keywords' and a location field for 'City, State, or Zip Code'. There are filters for 'Full-Time Job', 'Part-Time', 'Internship', and 'On-Campus'. Below the search bar, there are 'Popular searches for Cybersecurity majors' and a list of job results. The first result is 'Quality Assurance Analyst Trainee' at the 'Compensation Rating & Inspection Bureau' in Newark, NJ, with an 'Apply before Sunday, 9/30' deadline. The second result is 'Analyst, Load Management' at the 'NYC Department of Citywide Administrative Services' in New York City, NY, with an 'Apply before Wednesday, 10/31' deadline and a note that 'All Employer Preferences Match'.

For more information and technical help here is the **Student/Alum Handshake Help Link:**

<https://support.joinhandshake.com/hc/en-us/sections/204202108-Account-Setup>