

# HANDSHAKE PROFILE CREATION GUIDE



## PROFILE PHOTO:

It does not have to be fancy, but make sure it is professional.

## MY JOURNEY:

Write a basic headline and introduction.

## EDUCATION:

Check your major, minor, GPA, and year in school. This will automatically generate when you initially sign up, but may need to be edited.

## FOR EMPLOYERS ONLY:

This section lets employers know your job search status. Include information on if you are currently looking for a job, what cities you are interested in working in, and your job roles/industry interests.

## WORK & VOLUNTEER EXPERIENCE:

At least one listing is recommended. The easiest way to add these is to upload your resume and choose the "Build Profile from Resume" option. This will automatically populate your work experience into your profile. Be sure to check for formatting errors before approving the entries.

**John Doe**  
Weber State University  
Bachelors, Business Administration  
Sophomore

Your profile is 100% complete

Your profile is hidden from employers  
By marking your profile as private, over 300,000 employers cannot search for you or message you about job or internship opportunities.  
Make Profile Public

**For Employers Only**  
Only visible to employers

**JOB HUNT**  
Not looking for a job

**JOB INTERESTS**  
Internship • Full-Time Job • Part-Time

**CITIES**  
Salt Lake City, UT • Ogden, UT

**ROLES**  
Supply Chain Manager • Accountant • Marketing Specialist • Business Analyst

**INDUSTRIES**  
Accounting • Human Resources • Advertising, PR & Marketing

**My Journey**  
I am a sophomore at Weber State University studying business and economics. While I am not actively on the job hunt right now, I am open to offers. I would like to gain more experience in economics, as well as build a great network of professionals.

**Education**  
Weber State University primary education  
Bachelors, School of Business/Economics  
Major in Business Administration  
Minor in Economics  
Add School

**Work & Volunteer Experience**  
**Weber State University**  
Intern  
Dec 2018 - Present (6 months) | Ogden, UT  
• Worked with business and economics students on developing excellent career portfolios including resumes and cover letters  
• Assisted the career services department with projects and events  
• Built Handshake involvement on campus with students and employers  
**Kohls Department Store**  
Seasonal Associate  
Sep 2017 - Dec 2017 (4 months)  
• Responsible for customer sales and service within three departments  
• Facilitated interdepartmental orientation for five new associates  
• Operated cash register with responsibility for balancing cash drawer of \$1000+  
**McKay-Dee Hospital**  
Volunteer  
Oct 2016 - Aug 2017 (11 months)  
• Influenced patients' days by delivering messages and newspapers with a smile  
• Provided assistance and information to families and guests visiting the hospital  
Add Work Experience

# HANDSHAKE PROFILE CREATION GUIDE continued



## ORGANIZATIONS & EXTRACURRICULARS:

List at least one organization or extracurricular that you have participated in.

## COURSES:

List as shown here. Be sure to include the full course title. Only list major-relevant courses.

## SKILLS:

List at least 5 of your professional skills. Focus on hard skills. Some will auto-populate if you use your resume to generate work experiences. Make sure the skills added are accurate before approving.

## DOCUMENTS:

Attach your resume. Use the Goddard format for this resume. Cover letters, transcripts, and references are other documents you can attach. Some job applications through Handshake will require these additional documents.

## PROJECTS:

At least one listing is recommended. The easiest way to add these is to upload your resume and choose the "Build Profile from Resume" option. This will automatically populate your work experience into your profile. Be sure to check for formatting errors before approving the entries.

The screenshot shows the Handshake profile creation interface with several sections and annotations:

- Discover More Students:** A list of students with circular profile icons. Annotations point to Maggie Redford (Accounting '18, Haynie & Company, Tax), Tina Backes (Accounting '18, Mountain Alarm...), and Scottie Hintze (Business Admin/Finance). A link "See all 1109 students at Weber State University" is also visible.
- Organizations & Extracurriculars:** A section titled "Organizations & Extracurriculars" containing a listing for "Tutor" (Volunteering, Apr 2019 - Apr 2019 (1 month) | Ogden, Utah, United States of America) and an "Add An Organization" button.
- Courses:** A section titled "Courses" containing a list of courses: "Survey of Accounting I - Financial Accounting ACTG 2010", "Survey of Accounting II - Managerial Accounting ACTG 2020", "Principles of Microeconomics ECON 2010", "Principles of Macroeconomics ECON 2020", "Business Statistics I QUAN 2600", and "Business Computer Skills MIS 2010". An "Add A Course" button is at the bottom.
- Skills:** A section titled "Skills" containing a list of skills: Associate, Cash register, Communication, Excel, Excellent interpersonal communic..., Illustration, Microsoft excel, Microsoft Office, Microsoft powerpoint, Microsoft publisher, Microsoft word, Operations, Organization, Powerpoint, Publisher, Typing, Word. An "Add more skills" input field and an "Add" button are at the bottom.
- Documents:** A section titled "Documents" containing a listing for "Resume" (Career Services Resume Example, Apr 23) and a "Manage Documents" button.
- Projects:** A section titled "Projects" containing a listing for "Handshake Volunteer" (Assisted in marketing plans and student outreach for more interaction on Handshake) and a "+" button to add more projects.
- Personal Information:** A section titled "Personal Information" containing an "Email Address" field (careerbusiness@weber.edu), a "Locked by school" status, and a "Hidden from employers" status.