Your Handshake Profile

Tips for completion

Career Planning & Development



How to access Handshake

Step 1: Go to Spelman.joinhandshake.com

Step 2: Select "Currently Enrolled Students Click Here" to sign in through Spelman's Portal

Step 3: Complete your profile and follow the instructions to upload your resume

Which parts of my Handshake profile are most important to fill out?

In addition to your major, Handshake also uses your job interests to recommend opportunities to you. Job interests include:

Job type: Looking for an on-campus job, internship, part-time job, or full-time job? You can choose more than one.

Preferred location: Select the cities you would like to work in, and Handshake will show you jobs in that area.

Job role: Choose at least three positions you would like to explore, like "marketing associate" or "data analyst."

Tip: You can change and update interests whenever you want!

Beyond your job interests, employers want to know:

Previous work experience: Have you had a part-time job, internship, work study, research position and or volunteered? Employers like to see that you've taken on responsibility, and that these experiences have helped you develop valuable skills.

Skills: Add technical skills like SQL along with soft skills like communication. The more skills you list, the better your chances are of showing up in an employer search.

Clubs and organizations: These signal your specific interests, affinity groups, and participation and involvement on campus.

Tip: Employers use a combination of job interests, work experiences, skills, organizations, and courses to find candidates they'd like to connect with. Show up in more searches—fill them out!

Keep **"Your Interests"** up to date

These 3 are the most important

Job Type

What kind of job are you looking for? Full-time, part-time, internship, on-campus?

Location

Where do you want to work? What cities are you interested in?

Roles

Choose at least three positions you would like to explore like: Product Manager, Marketing Associate or Data Analyst

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Your InterestsImage: Image: Image
JOB HUNT
 Actively looking for a job
JOB INTERESTS
Full-Time Job
CITIES
Boston, Massachusetts, United States of America • New York City, New York, United States of America • Washington, District of Columbia, United States of America
ROLES
Product Manager
INDUSTRIES
Medical Devices

JOBTYPE

LOCATION

ROLES

Handshake Incomplete Account

If your "Work Experience" appears like this, it is **NOT** complete. No generic, pre-populated information should be seen.



Handshake Incomplete Account

If your "Extracurricular / Organizations" section appear like this, it is **NOT** complete. Same applies; no generic, pre-populated information should be seen.



Handshake Complete Account

The "Work Experience" should look like this. All fields should be populated and showing whatever information that you have entered.



Handshake Complete Account

The "Organization / Extracurriculars" section should look like this. All fields should be populated and showing whatever information that you have entered.

Organizations / Extracurriculars Treasurer Ľ The Community Foundation for Financial Literacy Apr 2016 - Present (3 years, 11 months) **General Body Member** Ľ Enactus Aug 2015 - Present (4 years, 7 months) Student Mentor Ľ R Raising Expectations Oct 2014 - Present (5 years, 5 months) General Body Member Ľ IV Morehouse Business Association Sep 2014 - Present (5 years, 6 months) Co-President G Golden Key International Honors Society Aug 2017 - Nov 2018 (1 year, 4 months) | Spelman College, Atlanta, Georgia 30314, United States Add An Organization

Handshake Missing Details

If you see "Missing Details" on your Handshake account, then it is **incomplete** and more information needs to be added.



Make sure your profile is public



1. Click "Settings & Privacy" under your profile icon

Privacy

Community Recommended

Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. students and alumni who have similar interests or experiences.

Employers

Your profile will be visible to employers. You may receive messages about potential job opportunities.

Private

You'll be able to apply for jobs but won't get contacted by any employers.

2. Select "Community" to send and receive messages

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Handshake Complete Account

A copy of your resume must be uploaded into your Handshake account in order to apply to jobs and internships.

	Kristin Nicole Lincoln-Keys <u>Knlk971@aol.com</u> (xxx) xxx-xxxx
EDUCATION	Spelman College, Atlanta, GA Candidate for Bachelor of Arts Degree, May 2021 Major: Economics Minor: Management and Organization Cumulative G.P.A.: 3.50 (4.0 scale) Study Abroad/Domestic Exchange: Institution name, location, duration
WORK EXPERIENCE	Chase Manhattan Bank New York, NY INROADS Intern, Human Resources Summer 2020 • Created employee surveys to measure and evaluate employee morale and satisfaction • Organized and interpreted survey results • Implemented and facilitated training program to address issues indicated in survey results • Manta, GA Progressive Redevelopment Inc. Atlanta, GA Mentor, After School Program Spring 2020 • Planned and executed development (physical, emotional, intellectual) activities for under privileged students ages 6-12 The Vanguard Group Valley Forge, PA INROADS Intern, Communications Associate Summer 2019 • Researched shareholders' IRS transactions to ensure correct processing and accounting procedures were followed • Communicated with shareholders in writing and by telephone to obtain information and clarify requests • Identified and resolved discrepancies and corrected processing errors in shareholder accounts Summer 2018 INROADS Intern, Processing Associate Summer 2018 • Established new IRA accounts Summer 2018 • Initiated Direct Rollover and Asset Transfer transactions • Provided answers to shareholders' questions and information
ACTIVITIES	requests as lead IRA Hotline associate President, Economics Club (current); Parliamentarian, Alpha Delta Zeta Sorority, Inc. (current); Board of Directors Advisor, Habitat for Humanity (2019); Volunteer Income Tax Assistant (Spring 2018); Debate Team (2018)
HONORS	Dean's List (Fall, 2019 to present) ; Lettie Pate Scholar; Americorps Scholar; Alpha Delta Zeta Scholar; Bonner Community Services Scholar
SKILLS	Language: Fluent in Spanish Technology: Proficient with Excel, PowerPoint, Salesforce Certifications: Lean Six Sigma