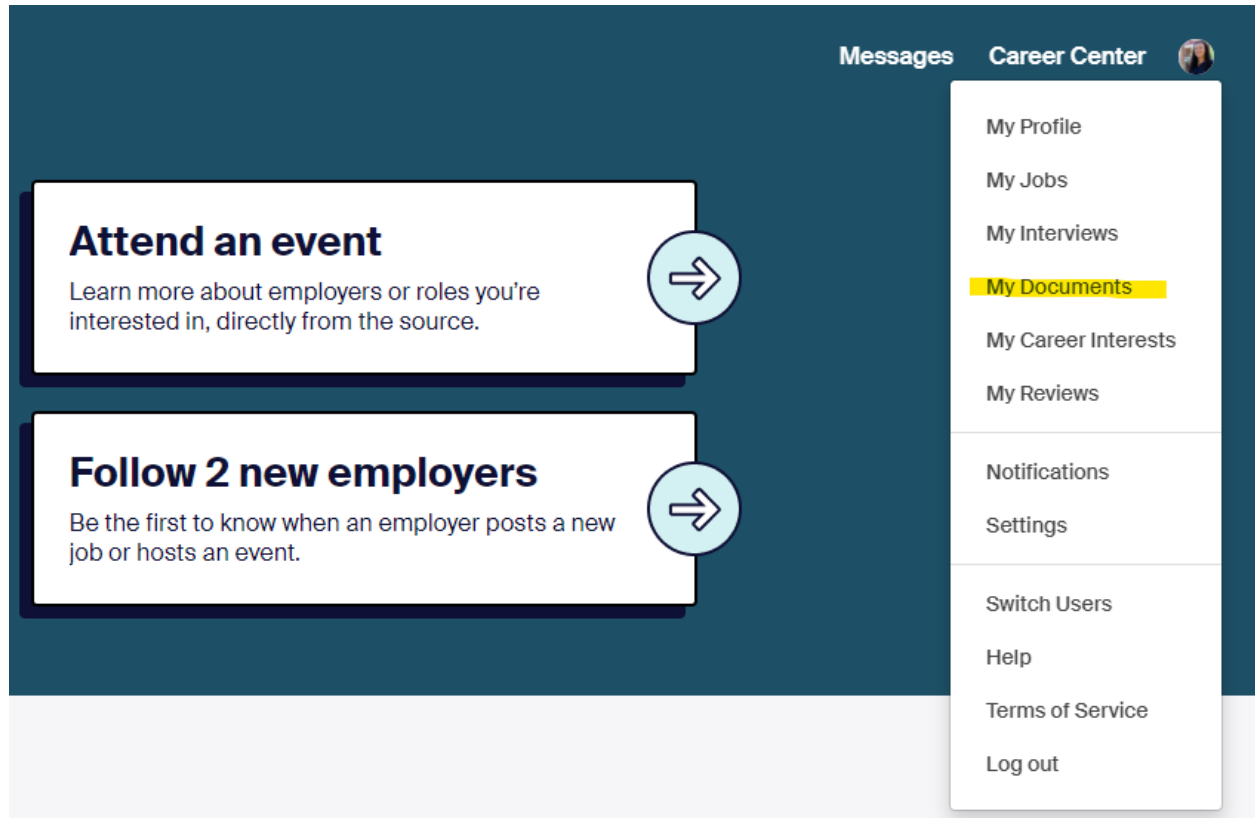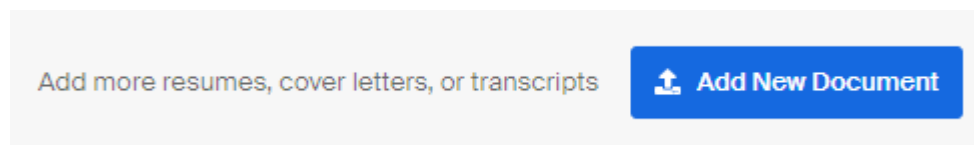# How to Build Your Profile from Your Resume

1. **Log in to arizona.joinhandshake.com**

2. **Select "My Documents" from your profile menu**

3. **Select "Add New Document"**

4. **Give your document a name, select a type, select a file from your computer, and click "Add Document".**

FYI: Your document names are viewable by employers, so make sure they're appropriate and easy to identify.

Adding a New Document

Document Name

Wilbur Wildcat Resume

Document Type

Resume

Drag and drop a PDF or Word doc here or select a file below.

Select from Computer

Cancel   **Add Document**

5. Once your document has uploaded, select the option to "Build Profile from Resume."

Document Information

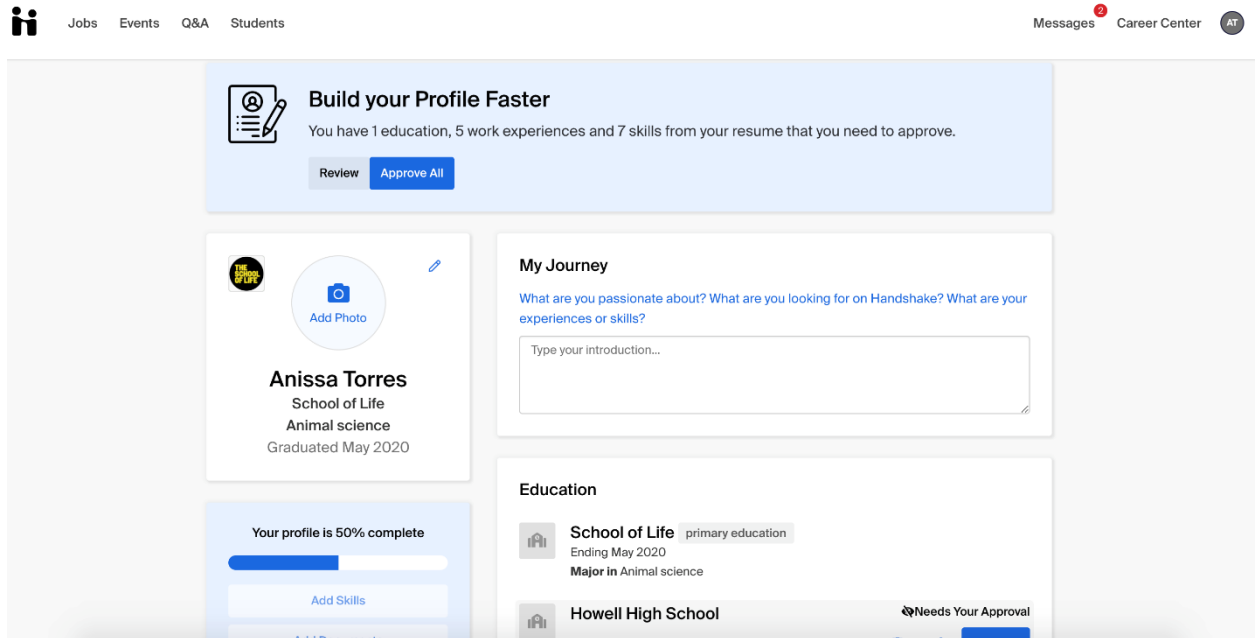📅 Doc uploaded August 9th, 2021 5:17 pm

📄 File Size: 19.8 KB

Delete Document   **Edit Document**

Build Profile from Resume

6. Either review* the uploaded entries individually or select "Approve All" to complete the import.

Build your Profile Faster

You have 1 education, 5 work experiences and 7 skills from your resume that you need to approve.

Review | Approve All

Add Photo

Anissa Torres
School of Life
Animal science
Graduated May 2020

Your profile is 50% complete

Add Skills
Add Documents

My Journey

What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Type your introduction...

Education

School of Life primary education
Ending May 2020
Major in Animal science

Howell High School   Needs Your Approval

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*Note:

Any updates made to your profile that indicate Needs Your Approval are **not** visible to students or employers in Handshake *until you have approved the change*, regardless of your profile privacy selection.