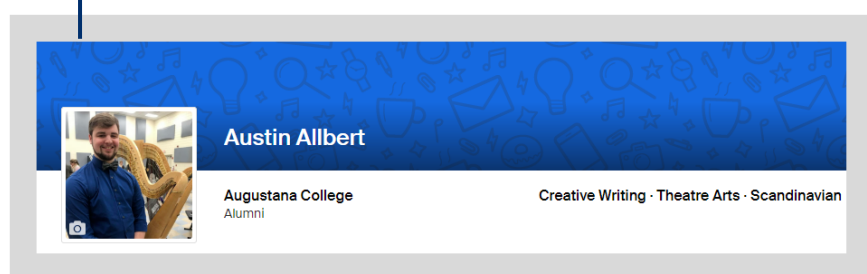


Handshake Profile Checklist

Having a complete Handshake Profile opens access to features of Handshake that you may not know exist. Complete your profile and enjoy Targeted Notifications with position openings, notifications of career events, and employer information for items that are specifically targeted your career interests.

1

1. Professional Photo



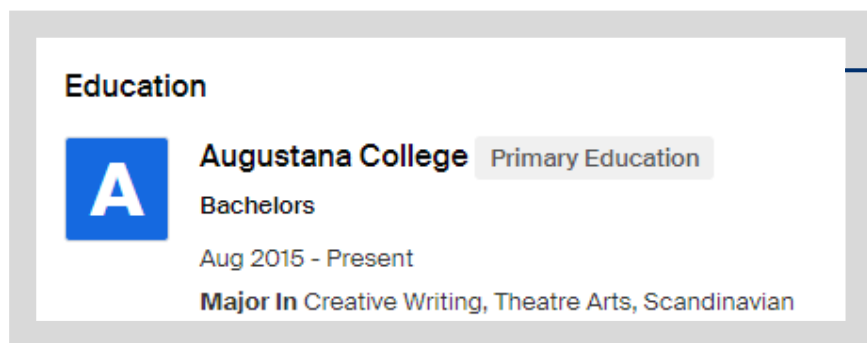
Profiles are 7x more likely to be viewed when there is a photo, as opposed to leaving it blank. Make sure that you are alone [and not just cropped out of a group] and dressed professionally.

CORE OFFERS FREE PROFESSIONAL HEADSHOTS.

Stop in to Career Development & Vocation suite, Olin 110, or setup an appointment through Handshake by choosing LinkedIn Professional Head Shot as your appointment type.

2

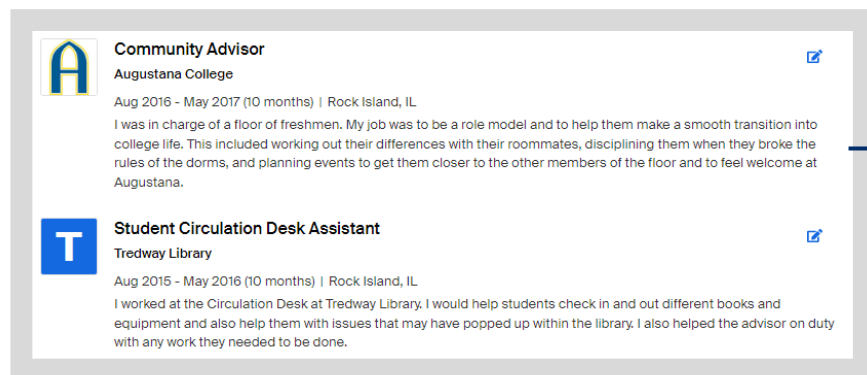
2. Education



Starting with college, list all the educational experiences you have had including summer programs and study away.

3

3. Work Experience



You can upload information automatically from any resume in Handshake or you can enter it manually. This is a great section to add keywords, detailed accomplishment statements and showcase the transferable skills you gained from jobs you have held.

Organizations / Extracurriculars



Member

Rho Nu Delta

Mar 2016 - Present (6 years, 5 months)

- Leadership and community service oriented group of men on Augustana College's campus
- Sustainability Chair: May 2018 - Present



Sophomore Treasurer

Residence Hall Association

Dec 2016 - May 2017 (6 months)

- Managed large sum of money for use and distribution for and by the RHA Sophomore Council

4

4. Organizations & Extra Curricular Activities

The organizations/extracurricular section is the chance to show that you're not only a student and an employee, but that you are multifaceted and engaged member of the community. From volunteering and service plunges, to being an athlete, each of these experience shines light on who you are and what you have to offer.

Skills

Accounting X Accounting systems X Audit X
Cashier X Customer service X
Customer service oriented X Event Planning X
Food service X Instructor X Leadership X
Managerial accounting X Microsoft excel X
Microsoft office X Microsoft powerpoint X
Microsoft word X Payroll X PowerPoint X
Project Management X Recruitment X
Retail sales X Social Media Management X
Tax accounting X Word X

5

5. Skills

Add at least five key skills -
Include both technical and non-technical skills because employers may use specific key words in their searches. Recruiters and employers may be searching for students on Handshake with keywords related to the skills they're looking for. Find relevant skills in position descriptions for the types of roles that you want.

Inbox Career Center

My Profile

My Jobs

My Interviews

My Documents

My Career Interests

My Reviews

Which industries interest you?

Please select all that apply

Agriculture & Natural Resources <input type="checkbox"/> Agriculture <input type="checkbox"/> Animal & Wildlife <input type="checkbox"/> Environmental Services <input type="checkbox"/> Farming, Ranching and Fishing <input type="checkbox"/> Forestry <input type="checkbox"/> Natural Resources	Education <input type="checkbox"/> Higher Education <input type="checkbox"/> K-12 Education <input type="checkbox"/> Library Services <input type="checkbox"/> Other Education	Government, Law & Politics <input type="checkbox"/> Defense <input type="checkbox"/> Government - Consulting <input type="checkbox"/> Government - Intelligence <input checked="" type="checkbox"/> Government - Local, State & Federal <input checked="" type="checkbox"/> International Affairs <input type="checkbox"/> Legal & Law Enforcement <input checked="" type="checkbox"/> Politics	Media & Marketing <input checked="" type="checkbox"/> Advertising, PR & Marketing <input type="checkbox"/> Design <input checked="" type="checkbox"/> Journalism, Media & Publishing <input type="checkbox"/> Sales & Marketing
Architecture, Real Estate & Construction <input type="checkbox"/> Architecture and Planning <input type="checkbox"/> Civil Engineering <input type="checkbox"/> Construction <input type="checkbox"/> Engineering & Construction <input type="checkbox"/> Interior Design <input type="checkbox"/> Landscaping	Energy <input type="checkbox"/> Energy <input type="checkbox"/> Oil & Gas <input type="checkbox"/> Utilities and Renewable Energy	Healthcare & Services <input checked="" type="checkbox"/> Healthcare <input type="checkbox"/> Social Assistance <input type="checkbox"/> Veterinary	Non-Profit <input type="checkbox"/> NGO <input checked="" type="checkbox"/> Non-Profit - Other <input type="checkbox"/> Religious Work
Financial Services <input type="checkbox"/> Accounting <input type="checkbox"/> Commercial Banking & Credit <input type="checkbox"/> Financial Services <input type="checkbox"/> Insurance		Hospitality <input type="checkbox"/> Hotels & Accommodation	Pharma & Medical Devices <input type="checkbox"/> Biotech & Life Sciences <input type="checkbox"/> Medical Devices <input type="checkbox"/> Pharmaceuticals

6

6. Career Interests

The Handshake platform is designed to be modern, streamlined, and provide career information tailored to your interests and goals. Complete your Career Interests Survey to help tailor your Handshake experience.