Handshake

PROFILE CHECKLIST

What is Handshake?

Handshake is an online platform that allows you to easily search and apply for internships, on-campus jobs, and full-time opportunities. Every current Amherst College student has an account.

Students who complete their profiles are five times more likely to be contacted by a recruiter on Handshake. Here are some guidelines and tips to make your Handshake profile stand out!

To get started, visit **amherst.joinhandshake.com** and log in using your Amherst College email.

☑ UPLOAD YOUR RESUME

- You have the option to upload your resume to help complete your profile. You are able to approve each section of your profile before it is visible.

TIP: To participate in virtual events in Handshake such as a virtual career fair, you must have your profile visible to participate. You can always set it change the settings to private after the event.

☑ MY JOURNEY

- Think of this section as a place for your elevator pitch or a very brief bio. This is a space in your profile to introduce yourself to employers and other students.

TIP: Mention your goals. For example, "I am looking to find a software engineering summer internship."

☑ NAME & PHOTO

- Some information, such as your name, will be completed for you. Check to make sure everything is correct.

TIP: Profiles are 7 times more likely to be viewed when there is a photo. Your photo should be current, professional, and simple (no busy backgrounds, filters, or other people in the photo).

☑ EDUCATION

- List all schools you have attended, including ones you transferred from or attended while studying abroad.

- Your GPA should be calculated on a 4.0 scale.

TIP: It is up to you whether or not to hide your GPA. Some employers require a minimum GPA to be considered for a position. If you include your GPA but keep it hidden from employers and you apply to a position that has a minimum GPA, your application will show that you meet the requirement, but recruiters will not see the specific number. (If you do not meet GPA requirements, you may still apply, but your resume may be filtered out by the employer.) *Not including a GPA in Handshake is like saying you have a 0.0 GPA.*

☑ SKILLS

- It is most important that you complete the skills section of your profile. Handshake makes this easy to do. Either type in a skill or select some of the suggested skills. Add language skills, technical skills, and any certifications you hold.

TIP: Employers can search for candidates by skills. If you make your profile public, employers may contact you if you match a skill they are looking for.

☑ WORK & VOLUNTEER EXPERIENCE

- Use bulleted statements for maximum effect and begin each description statement with an action verb (implemented, managed, taught).

TIP: It is a good idea to organize experiences in reverse chronological order, similar to how you would on a resume.

☑ CAREER INTERESTS

- Select industry areas that you want to explore. Choose at least two. You can also select specific roles, such as Data Analyst, or locations in order to receive notifications about new postings that match your interests.

    TIP 1: Be sure to turn on your notifications to receive upcoming event alerts based on your career interests. Navigate to the drop-down menu under your name and select 'Notifications'; then click the "Edit Notifications" button to select email or push notifications.

    TIP 2: Do you know what sort of roles at an organization interest you? To make sure Handshake is showing you postings that best match your interests, select which role groups you are interested in. Learn more about different job roles and groups at app.joinhandshake.com/stu/job_role_groups

☑ ORGANIZATIONS & EXTRACURRICULARS

- Be sure to include volunteer work and/or organization and club involvement. This shows employers how active you are in your community.

    TIP: Remember, employers do not know what organizations such as AC Voice are, so be sure to clarify that and your specific involvement in the description.

☑ COURSES & PROJECTS

- Add special projects such as hackathons, case competitions, portfolios, or websites you have built to showcase work outside the classroom.

    TIP: Employers recruiting at Amherst know the value of a liberal arts education, but it is still important to list courses that help prepare you for certain industries.

PRIVACY OPTIONS

Handshake is a platform for you to build a professional community and learn from your peers. You can connect with students and recent grads across 1,200+ Handshake schools. Beyond recommending jobs and internships, Handshake is also a place where employers are proactively seeking students like you to recruit for their open positions.

Upon logging into Handshake, you will be prompted to select from one of three privacy options.

Community: Your profile will be visible to employers, students, and alumni across all Handshake, including other education institutions. You'll be able to message 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. When you check in with an employer during a career fair, they'll be able to see your basic information and message you.

You can always change your privacy selection by navigating to the Settings & Privacy section of your profile.

Need help completing your profile? Visit the Handshake Help Center
support.joinhandshake.com or stop by the Loeb Center during drop-in hours.