HANDSHAKE CHECKLIST

Handshake is an online platform designed to help students find jobs and internships, impress employers, connect with classmates, and further their college education.

PROFILE APPEARANCE
- Professional looking, headshot photo
- First and last name displayed at the top
- Includes university and major in biography section
- Lists education, work & volunteer experience, and extracurriculars from newest to oldest

JOURNEY STATEMENT
- Includes field of interest and type of jobs you are looking for
- Use of professional language and no unfamiliar abbreviations
- Correct spelling and grammar, proper use of punctuation
- Lists what makes you stand out as an employee

EDUCATION SECTION
- Includes high school attended ONLY if student is a college freshman or sophomore
- Universities and colleges where a degree was earned are included and listed by proper name in reverse chronological order
- Includes education level (e.g. Bachelors) and college (e.g. College of Business), and years attended (put anticipated graduation date for end)
- Lists major and minors if applicable
- Includes Cumulative GPA, Department GPA if desired

EXPERIENCE SECTION
- Emphasis placed on experiences related to your major
- Current positions listed first; others listed in reverse, chronological order
- Includes job title, employer, time period worked, location, and description
- Description should use bulleted statements following the PAR rule
- Correct tense is used (all past tense or present tense may be used for current positions)

ORGANIZATIONS & EXTRACURRICULARS
- Lists relevant organizations, clubs, or extracurriculars you are a part of
- Lists position held in organization, time period involved, location, and description
- Describe how organization or extracurriculars add to your transferable skills and career readiness
COURSES & PROJECTS
- Lists all relevant courses you have taken during your college career
- Ensure each course is listed correctly and with consistent use of language
- Includes relevant projects you have completed, link final project if possible
- Ensure all shared projects have correct spelling, grammar, and proper use of punctuation

DOCUMENTS
- Submit your most updated resume
- Submit your most recent academic transcript to verify your GPA
- Include any other relevant certificates, awards, or important documents in Other Documents

HELPFUL HANDSHAKE TIPS
- Get your profile to 100% completion, include something for each category if possible
- Set your Interests so Handshake can make job suggestions and employers can identify you
- Include relevant skills that you are proficient or advanced in
- Go into My Documents and make sure only the documents you want visible on your profile are marked Visible
- Check your Handshake profile regularly as employers may message you
- Periodically look through jobs and internships that interest you

YOUR NEXT STEPS
- Submit your completed Handshake profile in the Pokes Professionalism Handshake activity found in SOAR (EPIC: Create your Profile in Handshake)
- Continue to update and add information to your profile as you get jobs and complete courses