

HANDSHAKE PROFILE CHECKLIST



Your Handshake is a way for countless employers and internship sites to recruit you. Use the following checklist to ensure yours stands out from the crowd. You should continually update it and improve it as you gain experience and advance in your professional journey.

GET STARTED

- ☐ If you are a current student, you already have a basic, active account. Log in and fill out your profile.
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PHOTO

- ☐ A clear headshot (no hats, sunglasses, etc.). Wear simple, business professional clothing; no complicated patterns. You can smile, with or without teeth.
 - ☐ Does not have to be a photo taken by a professional photographer, but it should be professional in appearance and taken with a nice camera.
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MY JOURNEY: A short bio, overview of your skills and experience

Click [here](#) for examples of these summary statements.

- ☐ Which keywords do you want people to find you by? Think industry specific.
 - ☐ Write a statement that describes who you are, not just a job title or major. Example: Offers a passion for growth and development with a professional demeanor.
 - ☐ Develop a statement about what you have accomplished in your academic or work life. Example: Through adversity I have accomplished critical nursing skills and developed a passion for safe nursing.
 - ☐ What are your current goals? Example: Complete nursing school. Pass my state board exam. Follow my passion to help others in need.
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EDUCATION

- ☐ This section should already be filled out but double-check it to be sure it's up-to-date and there are no errors.
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WORK & VOLUNTEER EXPERIENCE: THINK RESUME DATA

- ☐ List all current and past job titles, dates employed and work experience; include location
- ☐ What keywords can you use from your industry to include in your job duties (add resource)
- ☐ Use active verbs and specific details. Check out this [list](#).
- ☐ Quantify experiences whenever possible by providing concrete data and examples.
- ☐ Focus on skills learned in each experience.

ORGANIZATIONS & EXTRACURRICULARS

- ☐ Add organizations and experiences that have some component of volunteerism, skill building, professional development, academic or personal growth. You can add clubs you have been a member of and think about including what you have gained.
- ☐ Follow guidelines and tips listed in the Work & Volunteer section.

COURSES

- ☐ List coursework related to the types of jobs you are pursuing.

PROJECTS

- ☐ Showcase the quality of your work for potential employers. Examples include: portfolios, writing sample, publications in a journal, presentations from internships, websites, class projects (note whether it was a group or solo project)

YOUR INTERESTS: RECEIVE OPPORTUNITIES BASED ON THIS SECTION

- ☐ Job type: Select part-time job, full-time job, or internship. You can select more than one type.
- ☐ Cities: Choose the places that you'd like to work in or nearby. Consider being open to exploring jobs in a few different locations.

MAKE YOUR ACCOUNT PUBLIC

- ☐ Set account visibility to either employer (allows employers to reach you) or community (allows students to message with questions about internships, work and network).

DOCUMENTS

- ☐ **General resume** (If you are applying to one or two related fields. If you have alternate resume versions, you can keep them here but decide not to make them visible.
Cover letter (You can keep versions here, but don't make them visible on your profile.)
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Additional Handshake Resources:

[Handshake Help Center](#)

[Student Events Page](#)