REVIEW
HANDSHAKE CHECKLIST

☐ **Profile Picture** – Focused only on you, professional appearance, well lit, clean background.
Profiles are 7 times more likely to be viewed when there is a photo!

☐ **My Journey** – Brief paragraphs summarizing your professional introduction. List key areas of professional interests, expertise, and recent accomplishments.
Mention your goals: "Aspiring to find a career in the food marketing industry".

☐ **Education** – List all schools attended post high school. Including ones you transferred from or attended while studying abroad.
It is up to you whether or not to hide your GPA from employers. Some employers require a minimum GPA to be considered for a position. If you include your GPA but hide it from employers and apply to a position with a minimum GPA requirement, recruiters will not see a specific number. You may still apply to positions even if you do not meet the GPA requirements. However, 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** - Either type a specific skill or select from Handshake's suggested skills. Add language, technical and/or certifications you actively hold.

☐ **Work Experience** – List every work experience and use bulleted statements for maximum effect. Begin each description statement with an action verb.
Organize experiences in reverse-chronological order.

☐ **Career Interests** – Select industry areas, specific roles, and locations you wish to explore.
Turn on notifications to receive alerts curated by your career interests. Navigate the drop-down menu under your name and click 'Notifications', click 'Edit Notifications', select email and/or push notifications.

☐ **Organizations/Extracurriculars** – Include volunteer work and/or organization and club involvement. This shows employers your activity within your community!
Write out all organization acronyms to ensure every employer understands your activity.

PRIVACY OPTIONS

Handshake is a platform connecting you to a professional community and opportunity to learn from your peers. Connect with students and recent grads across 700+ schools. In addition to recommending jobs and internships, Handshake is a place where employers proactively seek students (like you!) to recruit for open positions.

Community – Choosing Community will make you visible to other students and alumni across all Handshake schools, as well as employers approved by UW-Superior. This option will give you access to Peer Messaging. Any student or alumni you see in Handshake with a 'Message' button listed on their profile has indicated they are open to connecting.

Employers – Selecting will make you visible to employers approved by UW-Superior. You will not have access to Peer Messaging. Employers are performing over 25,000 searches for candidates like you every month!

Private – Choosing this option means you are not visible to other students, alumni, or employers. You still have access to Handshake jobs, internships, events and other resources.