

Completing Your Handshake Account

What is Handshake?

Simply put, Handshake is a platform that allows students to connect with employers, schedule appointments, register for events, and apply for internships and jobs.

Why is it important to complete your Handshake profile?

- Your Handshake profile could be visible to employers, students, and alumni across all of Handshake (see privacy settings to adjust visibility)
- Optimize your experience of Handshake, and avail yourself of the job, internship, and higher education opportunities, by creating a complete profile
- Gives your prospective connections a snapshot of your relevant educational, work, and life experiences, and demonstrates your ability and willingness to put this all together in a digestible form

Pro tip - you can build your profile out from an existing resume - make an appointment in Handshake to sit down with one of our Career Advisors or Peer Career Advisors to review your resume!

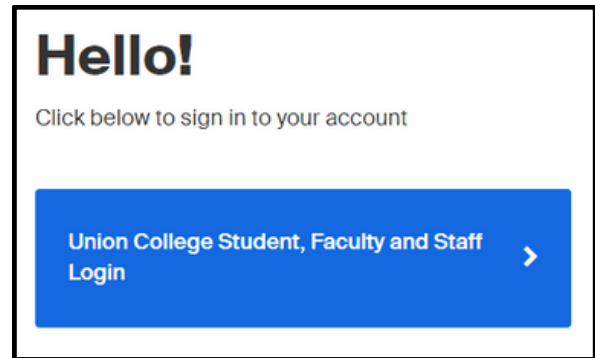
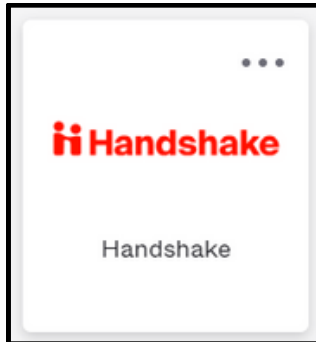
Helpful Resources in Handshake

Scan the QR code to check out the resources that the Career Center has to offer - specifically the Resume Writing Guide and Cover Letter Writing Guide! You can also navigate from your profile in Handshake to 'Career Center,' then 'Resources.'



1) Claiming Your Handshake Account

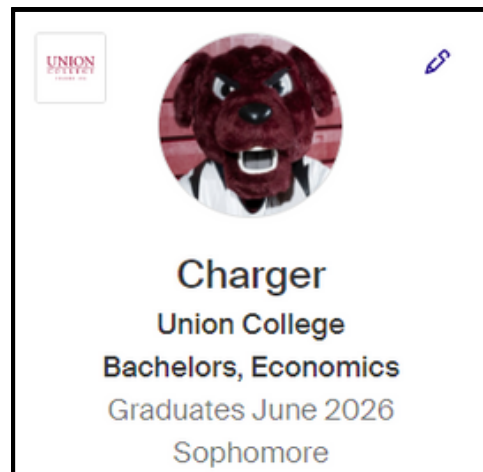
- Every Union student is set up with a Handshake Account
- The Handshake Application can be accessed through ‘My Apps Dashboard,’ and you can sign in using your Single Sign On Credentials



2) Upload a Profile Picture!

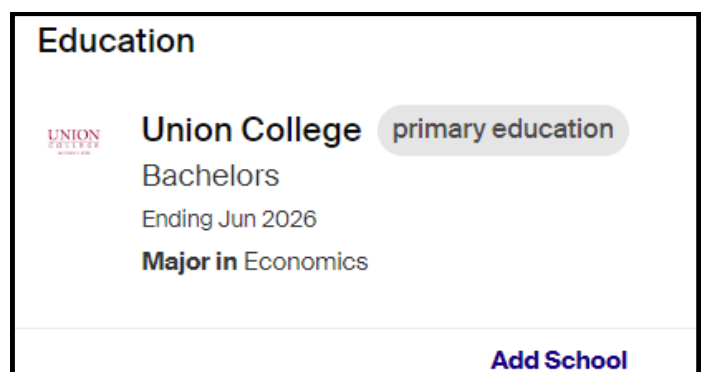
- Any picture where you are dressed nicely, smiling, and in front of a neutral background

Pro tip - Pay attention to events in Handshake for Headshot Days at the Career Center



3) List ‘Education’


- Be sure to add your high school as well as your college education



4) List 'Work & Volunteer Experiences'

- All of the jobs that you have held (there is no limit)
- In the job description section, you can use
- bullet points to highlight what you did or skills you cultivated on the job

Work & Volunteer Experience

 **Union College Career Center**
Peer Career Advisor
Aug 2023 - Present (6 months)
-Helping students learn to build resumes and cover letters
-Connecting students to resources that best meet their career related inquiries and concerns

[Add Work Experience](#)

5) List 'Organizations & Extracurriculars'

Organizations & Extracurriculars


 **Spark Lab Participant**
Union College
Feb 2023 - Dec 2023 (11 months)
Weekly meetings, learning strategies to run a successful start-up, building pitch decks for investors in preparation for business competition


[Add An Organization](#)

6) List 'Courses'

- Major relevant courses

Courses

 **Introduction To Economics**


 **Microeconomics**

[Add A Course](#)

7) List 'Projects'

- Projects from major relevant courses

Projects



Union Financial Network

Dec 2023 - Dec 2023

-2 week program held in New York City learning financial modeling from Union College faculty member, meeting alumni, and going on site visits to learn about a variety of different career paths in the finance industry

8) List 'Skills'

- Skills relevant to major
- Can be both hard and soft skills

Skills

Add skills you have demonstrated to help employers discover you.

Communication X

Finance X Leadership X

Market Research X

Microeconomics X

Microsoft Excel X

Microsoft Word X


Organization Skills X

Teamwork X

Add skills

9) Upload your resume in 'Documents'

Documents



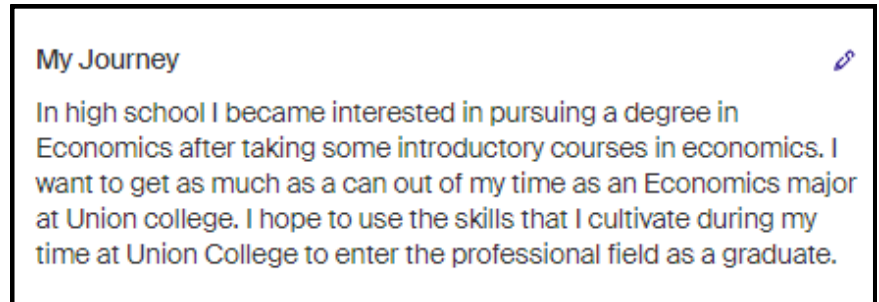
You haven't uploaded any documents.
Add your resume, cover letters, and other documents.


Upload

Pro tip - Pay attention to events in Handshake for Resume Roundtables at the Career Center

9) Finally, fill out 'My Journey,' 'Your Interests,' and 'Personal Information'

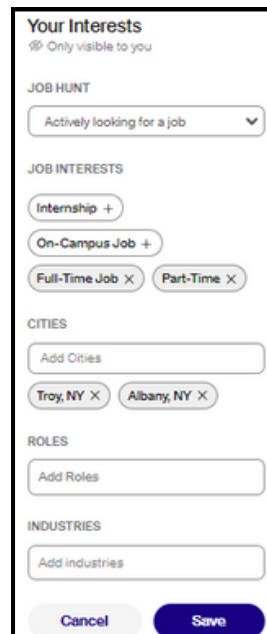
- 'My Journey' is a blurb about you - what motivates you, what are your skills, and what are your short-term and long-term goals?



My Journey 

In high school I became interested in pursuing a degree in Economics after taking some introductory courses in economics. I want to get as much as a can out of my time as an Economics major at Union college. I hope to use the skills that I cultivate during my time at Union College to enter the professional field as a graduate.

- 'Your Interests' is your opportunity to select what kind of jobs and where



Your Interests
Only visible to you

JOB HUNT
Actively looking for a job ▼

JOB INTERESTS
Internship +
On-Campus Job +
Full-Time Job × Part-Time ×

CITIES
Add Cities
Troy, NY × Albany, NY ×

ROLES
Add Roles

INDUSTRIES
Add industries

Cancel Save

- 'Personal Information' is where your contact information (email) is displayed - with the option to select pronouns and demographic information