

COMPLETING YOUR HANDSHAKE PROFILE

Quick Tips

Information Provided by RMU Career & Professional Development Center

Handshake is the #1 way that students connect with employers and your profile is the key to finding jobs and internships that are right for you. A complete, updated profile in Handshake makes you 5X more likely to be messaged by an employer.

STEPS TO A COMPLETE PROFILE

1 LOGIN

- Go to <https://rmu.joinhandshake.com/login>
- Click on RMU single sign-on and enter your email and password

2 UPDATE YOUR PROFILE

Click on "my profile" at the top right hand corner of your screen

3 UPLOAD YOUR RESUME

- Upload a PDF version of your resume
- Handshake will autofill your profile sections based on your resume (make sure all information is correct)

4 UPLOAD A PROFILE PICTURE

- Click on "add photo" to upload your photo
- Use either a professional headshot or an appropriate photo of yourself from the shoulders up

5 UPDATE YOUR EDUCATION

- Handshake automatically includes Robert Morris University on your profile
- Click on RMU to add your major and start/end dates
- Click "add school" to add all schools you have received a degree from

6 ADD WORK EXPERIENCE

- Add any full and part time professional experiences including work, volunteer and internships
- Include a job title, employer, time period and location

GREAT JOB! You are halfway there to a complete profile.

7 ADD ORGANIZATIONS & EXTRACURRICULARS

Include organizations & extracurricular activities you have been involved in

- On or off campus
- Past or present

8 ADD RELEVANT COURSES

- Add courses that are relevant to your field of study
- Type in or search through the drop down arrow

9 ADD PROJECTS

- Include individual or group projects including publications, presentations, websites or research
- Can be academic or work related

10 ADD SKILLS

- Add multiple skills to help boost your profile
- Handshake provides a variety of skills to choose from and makes suggestions based on your resume

11 UPLOAD DOCUMENTS

- Upload professional documents such as cover letter, transcript and portfolio
- As you update your profile, update your documents
- Review documents for errors before uploading

12 COMPLETE MY JOURNEY

- The "My Journey" section on your profile allows you to provide an introduction about yourself
- When writing, consider your passions, your experiences/skills and what you are looking for on Handshake

Your Profile is Now Complete!

Once you have completed all the necessary section on your Handshake profile, your completion bar will reach 100%

Make sure your profile is **PUBLIC**, so employers, students and alumni can view your profile

Visit the **CPDC** on Handshake:

- **Sign up for virtual and in-person events**
- **Search for and apply to jobs and internships**
- **Register for virtual and in-person career fairs**
- **Set up on-campus interviews**