

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 LOG IN

- Go to <https://rmu.joinhandshake.com/login>
- Log in using your RMU account (single sign-on username and password)

2 UPDATE YOUR PROFILE

- Click on the circle with your photo or initials in the top right-hand corner of the screen and select "my profile"

3 UPLOAD YOUR RESUME

- Under "Build Your Profile Faster" click on "Upload a 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 info about RMU in the "Education" section
- Make sure info is complete & accurate
- Click "add school" to add information about any additional colleges or universities you attended

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 a cover letter, transcript and portfolio or additional versions of your resume
- As you update your profile, update your documents
- Proofread documents 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 sections on your Handshake profile, your completion bar will reach 100%.

Review your settings to determine if you want your profile set as private, visible to employers, or visible to the Handshake community which also includes students and alumni from other Handshake institutions.

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**
- **Sign up for on-campus interviews**