**Handshake Profile Checklist**

Consider your audience, read your profile as they will and then edit accordingly. Provide detailed information that makes it easy for them to find you.

*Fast track your profile completion: Follow the prompts OR upload a resume!*

1. **PROFILE PICTURE**
   - Professional (looking) headshot- head and shoulders, plain background, smile!

2. **MY JOURNEY**
   - My Journey - A quick elevator pitch! Specific and informative to your audience, keep it short and sweet.

3. **WORK & VOLUNTEER EXPERIENCE**
   - List at least one experience (related preferred) in the field in which you wish to work
   - In description area: highlight your technical, teamwork, leadership, communication & customer service accomplishments

4. **COURSES**
   - List at least one course (related preferred) in the field in which you wish to work

5. **PROJECTS**
   - List at least one project (related preferred) in the field in which you wish to work

6. **ORGANIZATIONS & EXTRACURRICULARS**
   - List at least one experience (related preferred) in the field in which you wish to work
   - In description area: highlight your technical, teamwork, leadership, communication & customer service accomplishments

7. **SKILLS**
   - Choose all relevant skills (no more than 10 - 15) - these also serve as your SEO keywords
   - Check for correct usage (spelling, acronym, etc.) with indeed.com/trends
   - Add/change according to job description keywords when applying online (ensure your integrity)

8. **DOCUMENTS**
   - Upload a Resume, Cover Letter, Portfolio example, or other relevant document(s) that you would like an employer to see.

**BONUS: YOUR INTERESTS**

- Are you looking for a job?
- Are you looking for an internship or full-time job?
- What cities would you like to work in?
- Do you have a role that peaks your interest?
- What industries related to your major would you prefer to focus in?

**BONUS: PERSONAL INFORMATION**

- Do you have pronouns you’d like to be referred by?