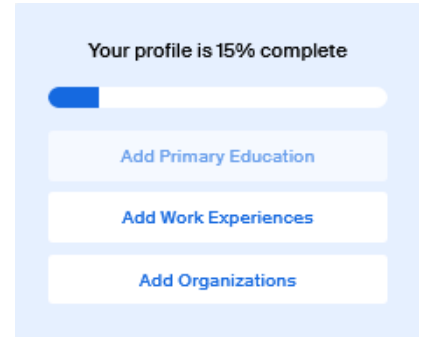


Handshake Profile Checklist

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

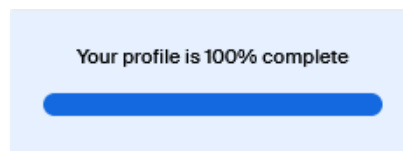
- List at least one experience (related preferred) in the field in which you wish to work
- In description area: highlight your technical, teamwork, leadership, communication & customer service accomplishments

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?