

SETTING UP YOUR HANDSHAKE ACCOUNT

▶ STEP 1

Go to fitchburgstate.joinhandshake.com and follow instructions to create a new profile, or download the Handshake app on Android or iOS. Follow the **10-Day Handshake Profile Challenge** to learn about how to complete your profile.

▶ STEP 2

- » Upload a **professional headshot**. Make sure it is a recent, professional headshot of high quality. (Do not crop a group photo.)
- » Write a **summary** that briefly describes your background and your goals in the My Story section: Who you are? What do you do? Who will you help? Use bullet points for emphasis.
- » Add your **experiences**. Start with your most recent job and highlight relevant skills and duties to your desired industry. Include internships, projects, classes, organizations and more.
- » **Education**. Include all the schools you have attended and graduated (or where you are a student), and all degrees and fields of study.
- » List any **licenses/certifications**
- » Don't forget to include **volunteer experiences** or **community organization involvement**.
- » Choose at least five **key skills** to showcase your strengths (language, computer, social media, etc.).

▶ STEP 3

Upload your resume. In order to apply for jobs or internships through Handshake, you will need to have your resume approved by CSA staff. Upload your resume now, so you'll have it ready when it's time to apply for jobs. On your profile, in the left-hand column find Documents, then click on Manage Documents. Then, upload your resume. Make sure to check your email for messages from the CSA about suggested changes to your resume.

▶ STEP 4

Explore what Handshake has to offer:

- » **Browse recommended jobs** or search for jobs or internships related to your interests. Bookmark jobs that interest you in order to receive improved job recommendations.
- » **Follow companies and organizations** that interest you in order to hear about jobs and internships as soon as they're posted.
- » **Browse events**, such as career fairs, hiring events and information sessions. Many of these events are virtual and can be accessed through Handshake.
- » Check out the **Career Services and Advising Center** resources available on Handshake.

FOR MORE INFORMATION, CONTACT

Career Services and Advising Center
Hammond Hall, Room 318
978-665-3151
careercenter@fitchburgstate.edu