

WILDCAT HANDSHAKE PROFILE CREATION GUIDE

To access Handshake, log into your eWeber Portal and search for “Wildcat Handshake.”

PROFILE PHOTO

It doesn't have to be fancy, but make sure it's professional.



Waldo Wildcat

Weber State University
Bachelors, General Studies

GPA: 4.1

MY JOURNEY

Write a basic headline and introduction.

My Journey

I am a sophomore at Weber State University. While I am not actively seeking employment, I am open to offers. I am passionate about helping others and making a difference. I would love to get more experience in my field as well as build a great network of professionals.

EDUCATION

Check your major, minor, GPA, and year in school. This will automatically generate when you initially sign up, but may need to be edited.

Your profile is 100% complete

Education

Weber State University primary education
Bachelors, No College Designated
Jan 1991 - Present
Major in General Studies
Department GPA: 4.1 Cumulative GPA: 4.1

[Add School](#)

YOUR INTERESTS

This section lets employers know your job search status. Include whether or not you are currently looking for a job, what cities you are interested in working in, and your job roles/industry interests.

Your Interests

Only visible to employers

JOB HUNT

Not looking for a job, but open to opportunities

JOB INTERESTS

Internship

CITIES

Salt Lake City, UT • Ogden, UT

ROLES

[What roles interest you?](#)

INDUSTRIES

Healthcare • Advertising, PR & Marketing

Work & Volunteer Experience

Weber State University - Career Services

Wildcat Handshake Marketing
Aug 2017 - Present (2 years, 4 months) | Ogden, UT
- Developing and strategizing marketing plans to spread awareness and utilization of the Handshake platform
- Work with awesome team members like Kyle!
- Design and create Wildcat Handshake marketing materials

Weber State University

Mascot
Jan 1991 - Present (28 years, 11 months) | Ogden, UT
- Perform at high levels of gymnastic abilities
- Eat lots of pizza
- Being the best mascot in the whole WORLD!

Weber Plasma Services

ASSISTANT MANAGER
Feb 2018 - Feb 2018 (1 month)
• Develop trainings for staff development and assist with interview screenings
• Assist the manager with the budget and financial transactions
• Attend statewide career fairs and recruit students to apply for positions within the company

MARKETING INTERN - MEDICAL LAB DEPARTMENT September 20xx - July 20xx

EMPLOYER VISIBILITY

Make sure your profile is set to “Community” or “Employers” in your Privacy and Settings page (found in the drop-down under your name in the top-right), or employers will not be able to find you.

Discover More Students

Steve Rogers
General Studies '19
George Washington University, Team Lead

Natasha Romanoff
General Studies '20
St. Petersburg University, Fixer

WORK & VOLUNTEER EXPERIENCE

At least one listing is recommended. The easiest way to add these is to upload your resume and choose the “Build Profile from Resume” option. This will automatically populate your work experience into your profile. Be sure to check for formatting errors before approving the entries.

ORGANIZATIONS & EXTRACURRICULARS

It is recommended to list at least one organization or extracurricular that you have participated in.

SKILLS

List at least 5 of your professional skills. Focus on hard skills. Some will auto-populate if you use your resume to generate work experiences. Make sure the skills added are accurate before approving.

DOCUMENTS

It is recommended to attach your resume. Use our Resume Guide for help formatting your resume. Cover letters, transcripts, and references are other documents you can attach. Some job applications through Handshake will require these additional documents. Make sure you save your file in PDF format.

The screenshot shows a student profile page with several sections: Skills, Documents, Personal Information, Organizations & Extracurriculars, Courses, and Projects. Callout boxes with arrows point to each of these sections from the left side of the page.

- Skills:** Accounting X, Budget X, Communication X, Computer Skills X, Electronic health records X, Excel X, Filing X, Finance X, Marketing X, Medical lab X, Medical transcriptionist X, Microsoft word X, Ms word X, Office medical X, Powerpoint X, Public health X, Recruitment X, Transcriptionist X, Word X. Includes an "Add more skills" input and an "Add" button.
- Documents:** Resume section with a file named "Waldo Resume" (Nov 19) and a "Manage Documents" button.
- Personal Information:** Hometown Location: Ogden, Utah, United States; Email Address: careerservices@weber.edu; Locked by school; Hidden from employers.
- Organizations & Extracurriculars:** Volunteer (Volunteering, Jul 2018 - Sep 2019, Ogden, Utah, United States of America); Bass (A cappella, Feb 2018 - Aug 2019, Ogden, Utah, United States of America, I sang as a bass in an A Cappella group at Weber State); Cheese Taster (International Cheese Association, Feb 2018 - Jun 2019, Paris, France). Includes an "Add An Organization" link.
- Courses:** Public Health Finance (HAS 3700), Principles Of Microeconomics (ECON 2010), Constitutional Law (CJ 4165), Small Group Facilitation and Leadership (COMM 3100). Includes an "Add A Course" link.
- Projects:** Wildcat Handshake (Volunteer). Assisted with marketing plans and student outreach for more interaction on Wildcat Handshake.

Check out our other helpful guides by clicking on "Resources" under "Career Center" in Wildcat Handshake:

- Resume Guide
- Cover Letter and References Guide
- Interview Guide
- LinkedIn Guide
- Interview Questions Guide

PROJECTS

List a minimum of one larger-scale project that you have worked on. This can be a school project, a project from a volunteer experience, or one from a job.

COURSES

List as shown here. Be sure to include the full course title. Only list major-relevant courses.