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.

MY JOURNEY

Write a basic headline and introduction.

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.

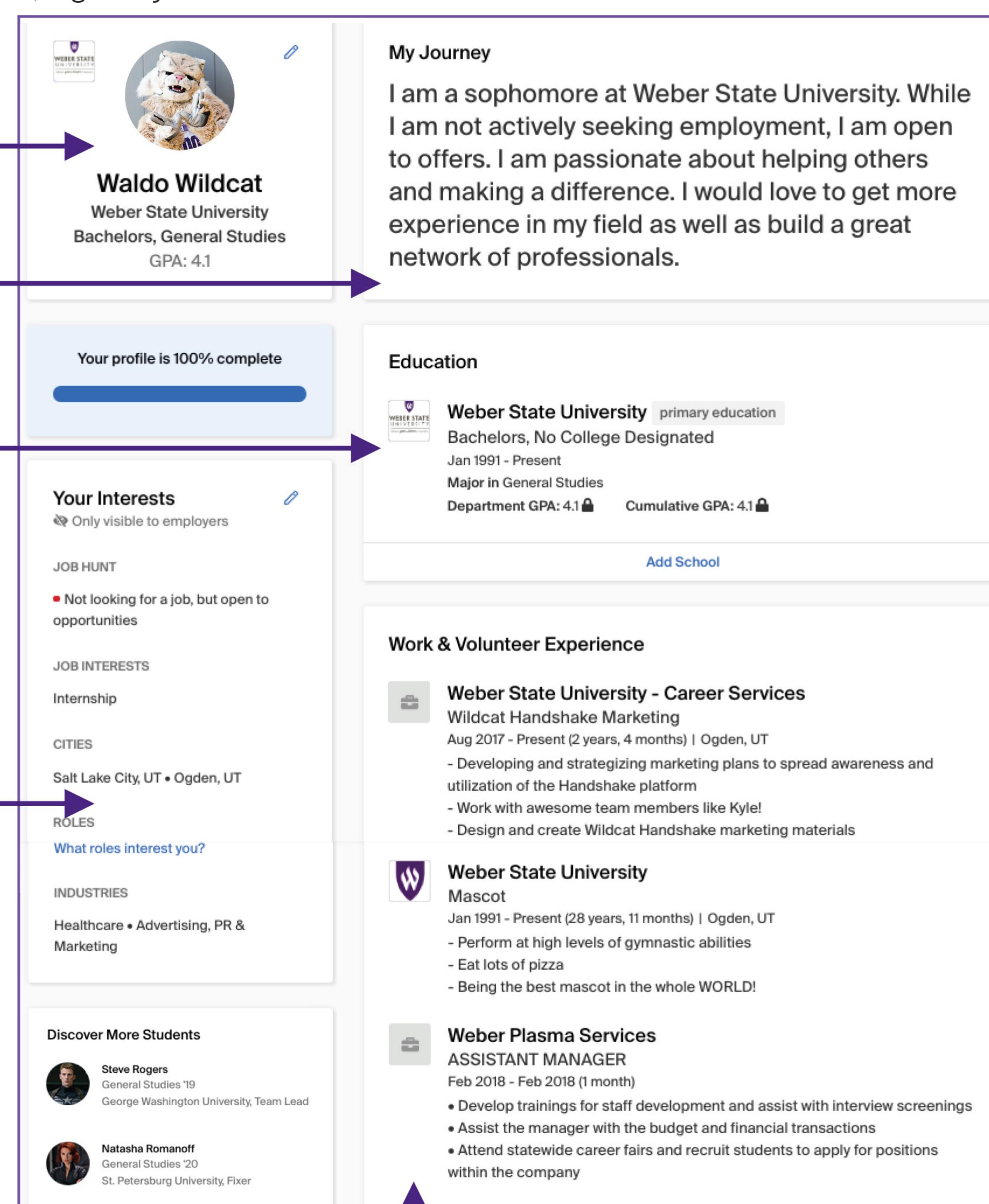
YOUR INTERESTS

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.

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.





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.

20xx

MARKETING INTERN - MEDICAL LAB DEPARTMENT September 20xx - July

ORGANIZATIONS & EXTRACURRICULARS

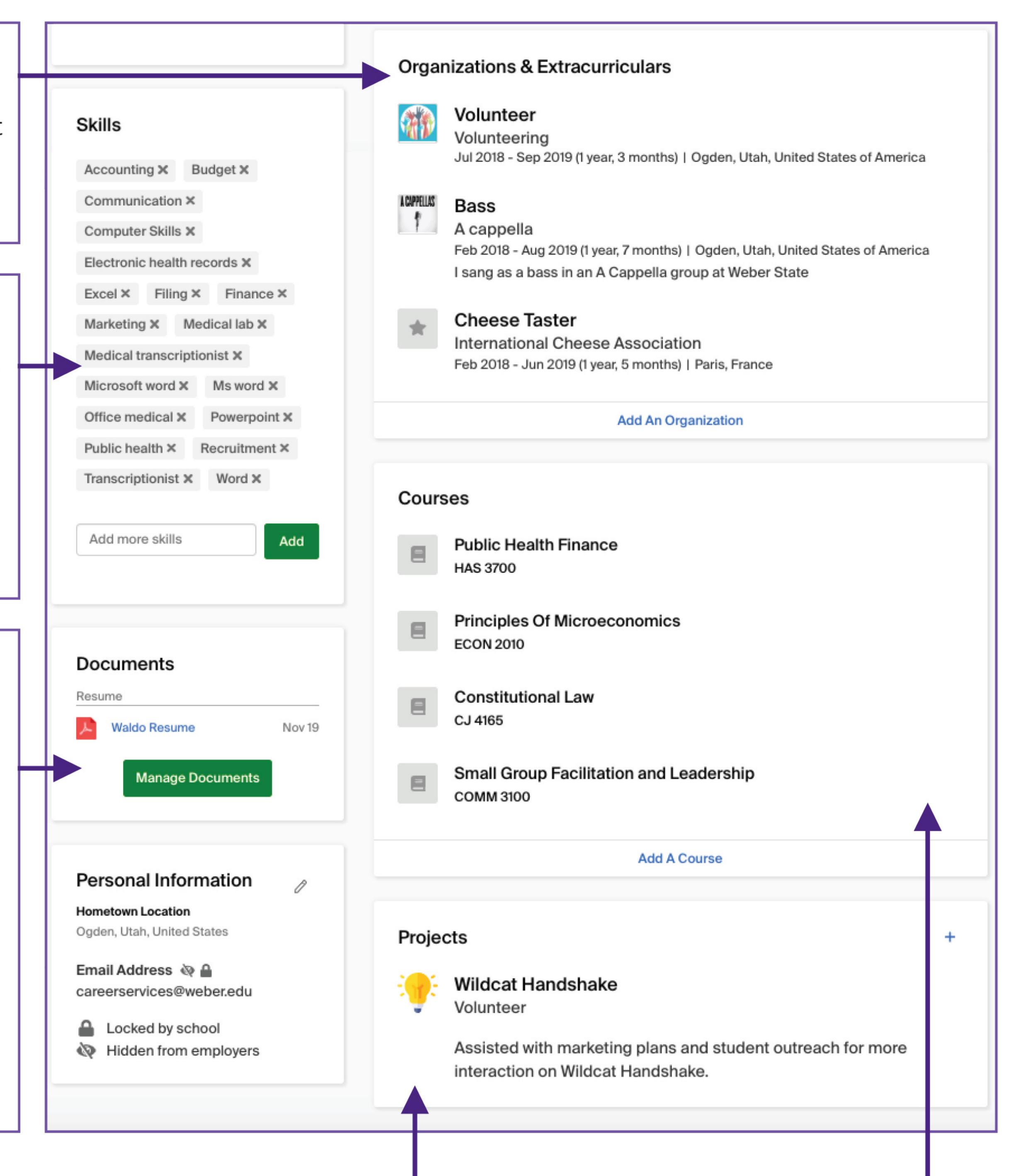
It is recommended to list at least one organization or extracurricular that you have participated in.

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.



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.



