

# How to upload your résumé into your Handshake account

What is **Handshake**? Handshake is an online career management system for Missouri State University students to post résumés, find jobs, register and attend events, research employers, store career documents, and make appointments with Career Center staff.

## Access Handshake

**Log into Handshake** from the **Career Center website** or from **My Missouri State** > Student > My Career Path > Search for Internships and Full-Time Jobs. **We recommend using Chrome or Firefox for the best experience.**

## Upload résumé into Handshake (career fairs, job applications and résumé books)

Once you log in to Handshake, your home page should look similar to the screenshot in Figure 1. In the **upper right-hand corner**, click on your account icon (initials or photo) and then select **Documents**.

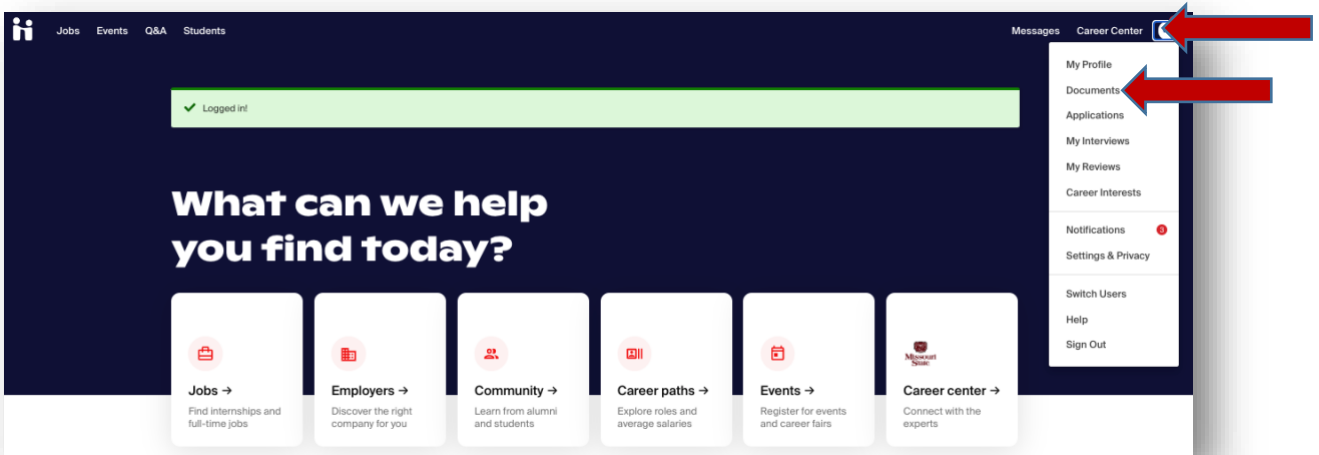


Figure 1. Handshake desktop

Handshake allows students to upload and store documents such as résumés, cover letters, transcripts, and other documents.

1. Select **Add New Document** (Figure 2).

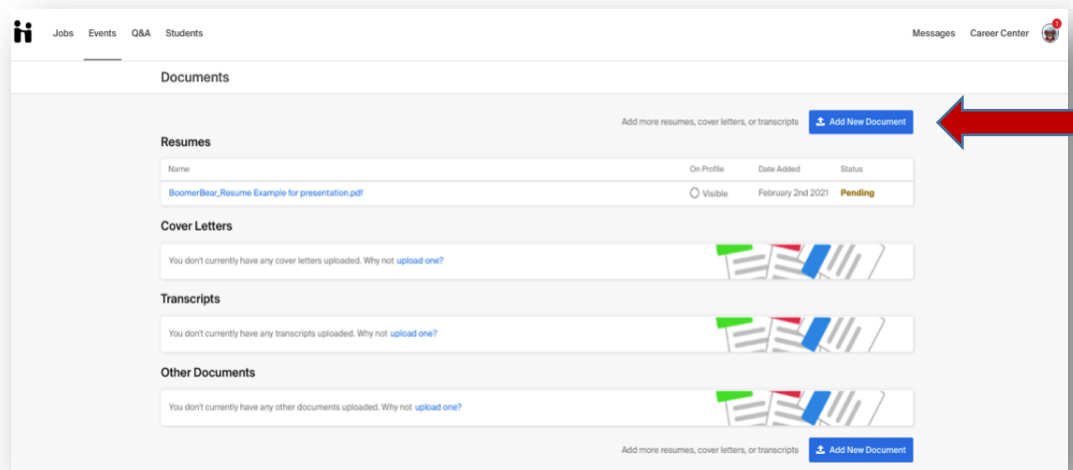


Figure 2. Page for adding documents to Handshake

2. In the Document Name textbox, give the document a name similar to this example: Mark Williams\_Govt 2021 Graduate Resume Book (Figure 3a).
3. Select the document type (Resume) in the drop-down list (Figure 3b).
4. Drag or select a document from your computer (Figure 3c).
5. Select **Add Document** (Figure 3d).

**Note: The preferred format for résumés is PDF. Handshake will automatically attempt to convert any DOC or DOCX format into PDF. You will need to review and approve the converted PDF version of your document.**

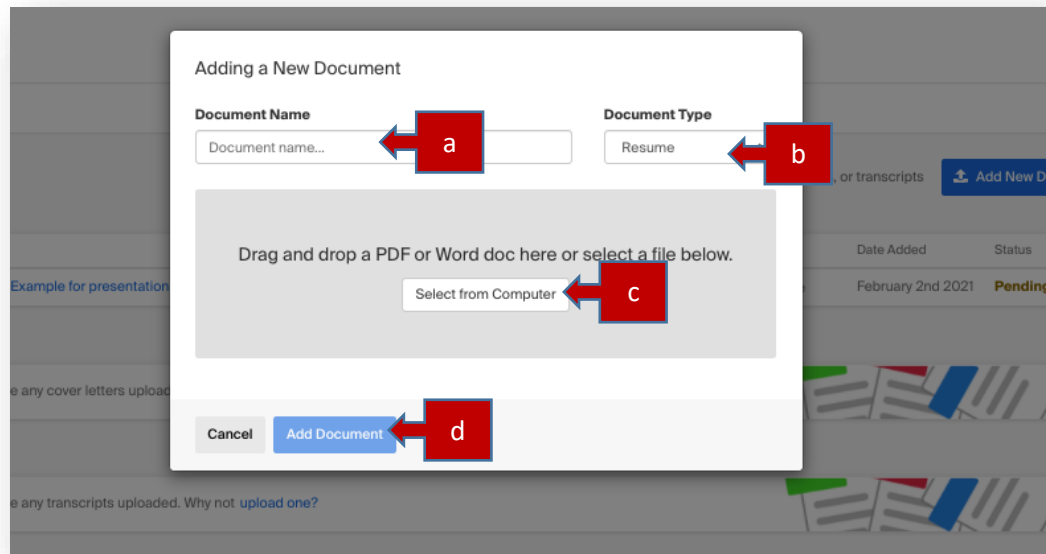


Figure 3. Adding a new document

You may not see the document in your Handshake Documents right away, so give it a few seconds. You will have the ability to build your profile from your résumé. You will see a banner telling you that the document needs to be approved and giving you a method in which to reach Career Services if you have any questions.

## Résumé review

The Career Center will review and approve your résumé. You will receive a note within Handshake with suggestions you may want to make to improve format, wording, or marketing.

## If you need to edit a document

1. Click on your **account icon** in the upper-right corner of Handshake and select **Documents** (figure 4).
2. Find the document you want to edit or delete and click on it.
3. To the right of the page, click **Edit Document** (figure 5).

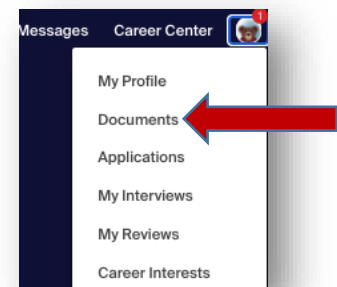


Figure 4. Profile menu items

On the **Editing** page, you can do the following:

- Change the document name
- Change the document type
- Make the document public (This allow employers to view your résumé in a résumé book.)
- Replace the existing document
- Change the description

You must make your default résumé visible or public to enable employers to view your résumé. If your résumé is private, employers will not see it.

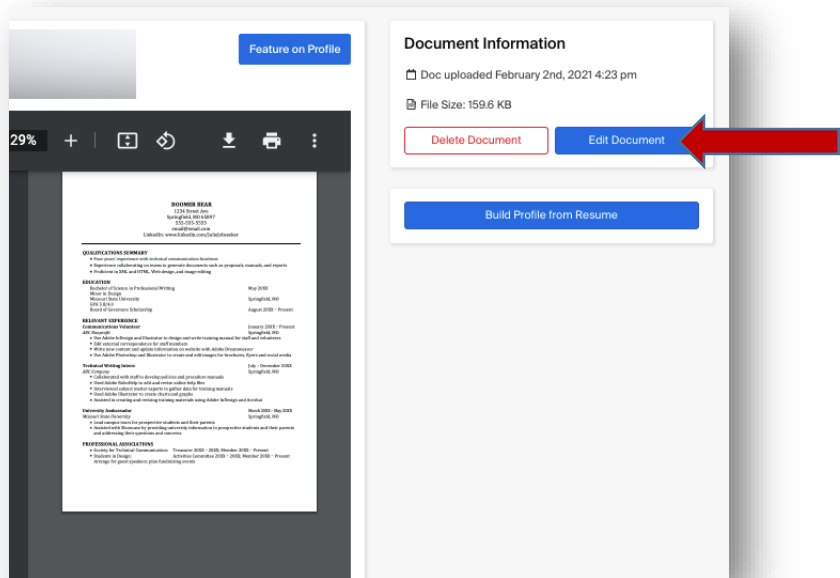


Figure 5. Edit a document