

# Handshake Resources for Students

## What is [Handshake](#)?

Handshake is an online career management system for students of Missouri State University to post resumes, find jobs, register and attend events, research employers and store career documents.

We recommend using Chrome or Firefox to get the best experience

**Log into Handshake** from Career Center website or from **My Missouri State >Student>My Career Path**

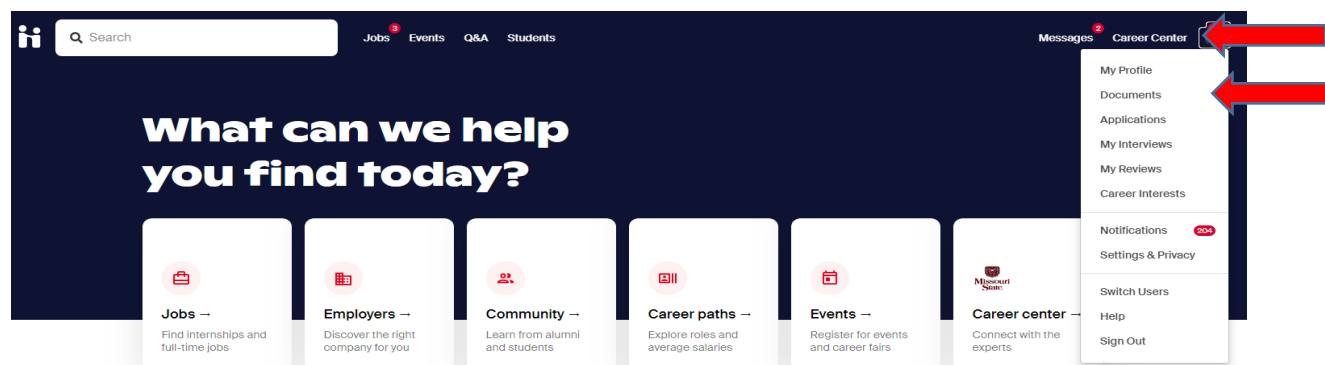
Click on the following option in the "My Career Path" box to access Handshake:

· [Search for Internships and Full-Time Jobs](#)

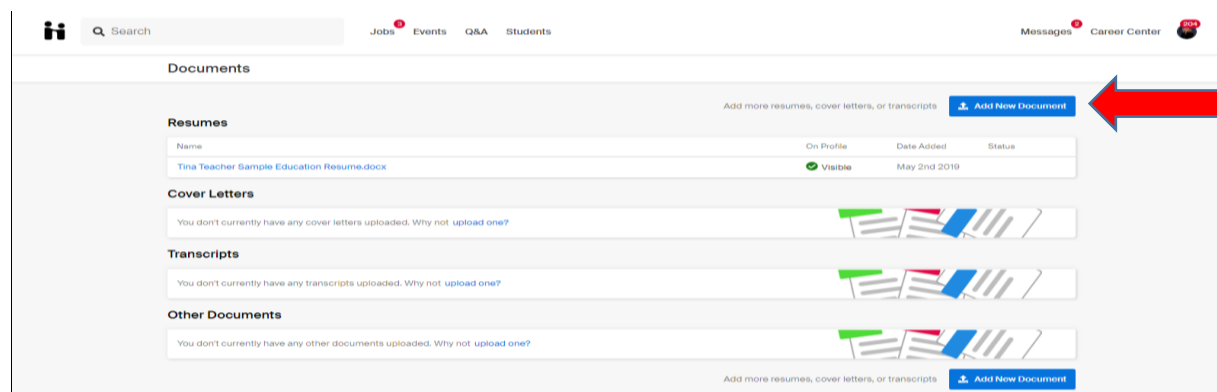
## How to Upload Resume into Handshake (Resume Book)

Once you log in to Handshake, your home page should look similar to the screenshot below.

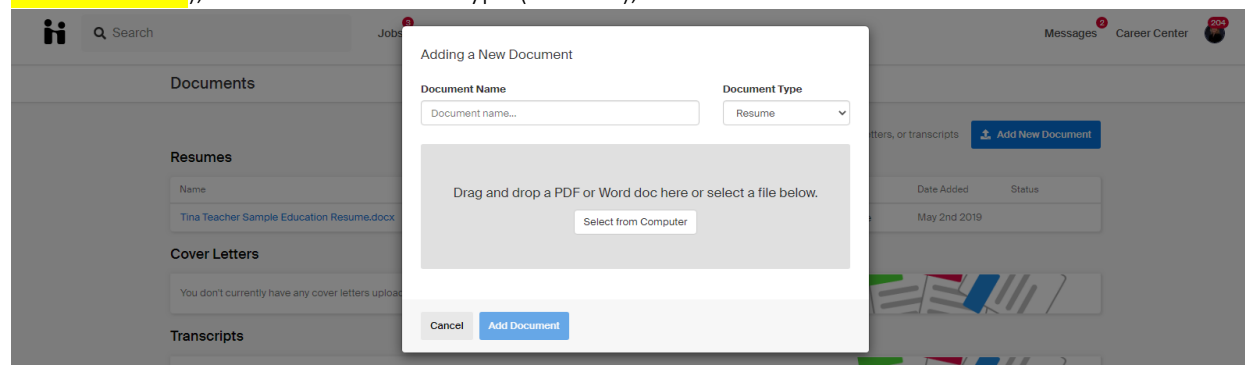
In the *upper right-hand corner*, click on your account icon (photo) and then click on *Documents*



Handshake allows students to upload & store documents such as resumes, cover letters, transcripts & other documents.



Drag or choose a document from your computer. Name it similar to this example (**Margie Stewart Accounting 2021 Graduate**), select the document type (Resume), and then **click Add Document**



**How to upload Resume into Handshake**

Note: The preferred format for resume 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.

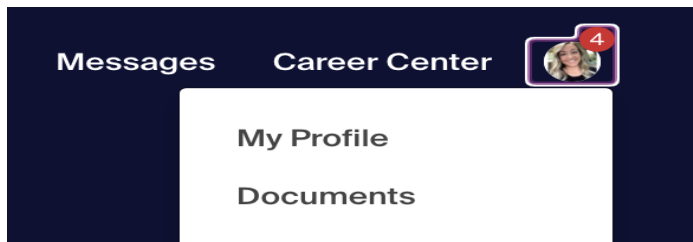
You'll now be able to see your document in your Documents and you will have the ability to build your profile from this document! You will see a banner letting you know that they need to approve this document, and giving you a method in which to reach Career Services if you have any questions.

## Resume Review

The Career Center will be reviewing and approving your resume. You will receive a note within Handshake suggestions you may want to make to improve format, wording or marketing suggestion

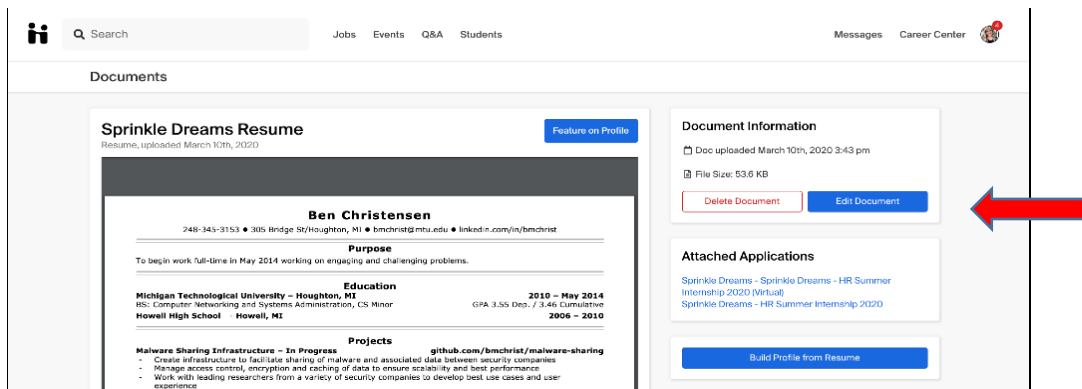
## Edit a Document

1. Click on your account icon in the upper-right corner of Handshake, then click on Documents.



2. Find the document you want to edit or delete and click on it.

3. To the right on the page, click **Edit Document** (**Edit button** may be at the bottom of your screen or in a different location from this screen shot - depends on how you get to this page).



4. On the Editing page, you can change the following:

- Document name
- Document type
- **Make the document public** (allows employers to view your resume in resume book)
- Replace the existing document
- Description