## 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 <u>My Missouri State</u> >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* 

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	den de la constante de la con	Employers →	2. Community →	Ell Career paths →	Events	Missouri State: Career center	Notifications  Settings & Privacy Switch Users Help
	Find internships and full-time jobs	Discover the right company for you	Learn from alumni and students	Explore roles and average salaries	Register for events and career fairs	Connect with the experts	Sign Out

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

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		Documents			
		Resumes		Add more resumes, cover letters, or transcripts	
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		Cover Letters			
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		Transcripts			
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		Other Documents			
		You don't currently have any other do	cuments uploaded. Why not upload one?	Tel 2/1/1 /	
				Add more resumes, cover letters, or transcripts	3

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

Q Sear	ch Job	Adding a New Document		Messages <sup>©</sup> Career Center
	Documents	Document Name	Document Type	
		Document name	Resume 🗸	tters, or transcripts 🛃 Add New Document
	Resumes			
	Name	Drag and drop a PDF or Word doc here or s	elect a file below.	Date Added Status
	Tina Teacher Sample Education Resume.docx	Select from Computer		May 2nd 2019
	Cover Letters			
	You don't currently have any cover letters upload			
	Transcripts	Cancel Add Document		

How to upload Resume into Handshake

Note: The <u>preferred format</u> 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 <u>bottom</u> of your screen or in a different location from this screen shot - depends on how you get to this page).

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Documents		
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To begin work full-time in May 2014 work Michigan Technological University – F BS: Computer Networking and Systems A Howall Ingli School – Howall, NI	Purpose ing on engaging and challenging problems. Education outpool, M Similatization, CS Ninor GPA 3.55 Dep. / 3.46 Cumulative 2006 - 2010	Attached Applications Sprinklo Dreams - Sprinklo Dreams - HR Summer Internehin 2020 (Virtual Sprinkle Dreams - HR Summer Internship 2020
<ul> <li>Manage access control, encryption and</li> </ul>	Projects rograss github.com/bmchrist/malware-sharing ng of malware and associated data between ancurity comparies wariety of security companies to develop best, use cases and user	Build Profile from Resume

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