



HANDSHAKE TIPS

CEDARVILLE UNIVERSITY | CAREER SERVICES

5 STEPS TO SUCCESS

1. Fill out your profile
2. Explore jobs and save the ones you like
3. See who's hiring and follow employers
4. Register for an event
5. Apply to a job or internship

3 MUST-HAVES

1. Job type
2. Cities
3. Roles

10 STEPS TO PREPARE YOUR PROFILE

1. Add your classes
2. Update your job type preferences
3. Update your current (and future!) location preferences
4. Update your resume file(s)
5. Add five skills to your profile
6. Add a club, organization, or volunteer activity to your profile
7. Save three interesting jobs
8. Follow a new employer
9. Register for an event
10. Apply for a job or internship

6 REMINDERS FOR YOUR SKILLS

1. Identify the skills needed in your industry
2. Keep them specific
3. Skip "soft skills"
4. Remove obvious or irrelevant skills
5. Be honest
6. Keep it up to date

Handshake

5 STEPS TO SUCCESS

1. The information in your profile helps you receive the most relevant job recommendations, and helps employers find you in their candidate searches.
2. As you're viewing your recommended jobs on Handshake, save the ones that catch your eye. This will store them on your dashboard and in the Saved tab on the job search page—helping you quickly find them when you're ready to apply.
3. When you see an employer you like, be sure to follow them by clicking the Follow button on their page—or the star button if you're on the app. Following employers helps improve your job recommendations.
4. Be sure to check your email and log in often to see upcoming events for students at Cedarville. You can easily register for our career fairs, workshops, and much more!
5. We recommend keeping an open mind and applying to as many jobs as you'd like, especially if you're interested in more than one field. It'll increase your chances of finding a great job and help you explore potential careers.

3 MUST-HAVES

- **Job type:** select part-time job, full-time job, or internship. Looking for a part-time job for now and an internship for next summer? You can select more than one job type, and we'll share recommendations for each.
- **Cities:** choose the places that you'd like to work in or near. There are thousands of incredible employers on Handshake from every corner of the country, so we recommend being open to exploring jobs in a few different locations.
- **Roles:** select at least three job roles that interest you. We'll give you suggestions based on your major, school and city. You can also search our job role pages to learn more about what you'd like to do.