

How to Schedule a Resume/Cover Letter Review Appointment

- 1) Log into Handshake with your Cedarville Account credentials (cedarville.joinhandshake.com)
- 2) **Career Center > Appointments > Schedule a New Appointment**
- 3) Choose **“Resume OR Cover Letter Review”**
- 4) Scroll through and choose desired day/time to set up your appointment
- 5) Under appointment medium select the what you’re most comfortable with (*In-Person or Virtual on Handshake*)
- 6) Write a brief message under “What can we help you with?” > **SUBMIT REQUEST**
- 7) You will immediately receive an email letting you know that your appointment has been “Approved”
- 8) Come to our office on the day/time of your scheduled appointment with a copy of your resume (hard copy or electronic) unless you receive an email from us notifying you otherwise.

OR

if you chose **Virtual on Handshake**, go to your appointment through your email notification or log into Handshake > Career Center > Appointments > Upcoming Appointments > Select your appointment. You can click “Start Video Appointment” up to 5 minutes before the appointment is scheduled to start.

If you want to download one of our resumes and/or cover letter samples before your appointment, you can do so by logging onto cedarville.joinhandshake.com > **Career Center > Resources > Choose the sample you want > Download attachment.**

How to Make Your Resume Visible to Employers

*** Already assuming you uploaded your resume and it got approved*

- Log into **Handshake** using your Cedarville account credentials (cedarville.joinhandshake.com)
- Click on your name (in upper right corner) > Choose **Documents**
- Choose whatever resume you want employers to view (if you have multiple) > click circle next to **“Visible”**

As long as your resume is **approved** and you clicked **“Visible,”** employers will be able to view it.

One Extra Step:

- If you want to build your profile from your resume (and save some extra time), click on the resume you just made visible, and then on the right-hand side click the blue button that says **“Build Profile from Resume”**
- It will automatically take you to your profile and ask you to **approve** your experiences before it goes public.
- Now everything on your resume should be displayed right on your profile page as well.

How to Get the Most Out of Handshake

(cedarville.joinhandshake.com)

1) Complete Your Profile

We highly recommend that you *complete your profile* in Jobs4Jackets. (cedarville.joinhandshake.com)

You can start by uploading your resume and getting it officially approved by our office. In order to have a completed profile, you must have (at minimum):

- One work experience
- One organization
- One skill
- Update your year (Sr, Jr, etc.)
- Update your major

2) Make Your Profile Public

By making your Jobs4Jackets/Handshake profile *public*, you will have the ability to message students/alumni who have similar interests/experience across all **1,200+** Handshake colleges and universities. With over **550,000+** employers, you will also have access to **50,000+** jobs and internships!

- ✓ Go to your profile in Handshake
- ✓ Click on your name (upper right) and click on drop-down menu
- ✓ Scroll down to *Privacy Settings* and check *Community*

Students – Uploading Resumes to Handshake

- 1) Log onto cedarville.joinhandshake.com with your Cedarville Account credentials
- 2) **Click on Your Name** (in upper right corner) > Choose “**Documents**”
- 3) **UPLOAD** your resume in a **Word document**
- 4) You will receive an email from one of our Resume Reviewers with feedback (whether it’s approved or needs changes)