

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*