

## Handshake

From searching jobs and internships to making an appointment with a career advisor, Handshake is your one-stop-shop for all things career at Wabash. Take a look below at some of Handshake's top features and reasons why you need to use Handshake.

### 1. Looks like Facebook, operates like LinkedIn

Customizing your profile on Handshake is simple. You can upload your résumé, work samples, transcripts and other coursework documents that you want employers to see. Follow your favorite companies to receive notifications for jobs, events and other updates.

### 2. Customize your job, internship, and WISE search

You'll have a single feed that displays personalized recommendations of jobs, internships, content and events. By customizing your preferences in your profile, only content that you'd like to see will be there when you log in. **All WISE positions require you to apply via Handshake with a resume & cover letter. WISE positions will begin opening on June 1<sup>st</sup>, 2021 for applications.**

### 3. More than 500,000 employers looking to hire

You read that right. More than 500,000 employers – and all Fortune 500 companies use Handshake to find students for a variety of different jobs and internships, from small, local businesses to national and international organizations.

### 4. Get the details for networking events, on-campus events, and employer visits to campus

You can access a calendar of career events, networking nights and other employer-related information sessions across campus – and RSVP for events. Favorite the event to get updates and access the full list of employers who will be attending campus events.

### 5. Schedule appointments with Career Services

Need help with your resume? Or figuring out what to do with your summer? Need help with connecting with alumni, or want to talk about your job search? You can book, view and manage your appointments with career services from anywhere.

### 6. Go mobile

If you're always on-the-go, download the Handshake mobile app to receive alerts when job opportunities are posted. Then quickly apply for a position, or RSVP for an event with the touch of a button (available for iPhone & Android).

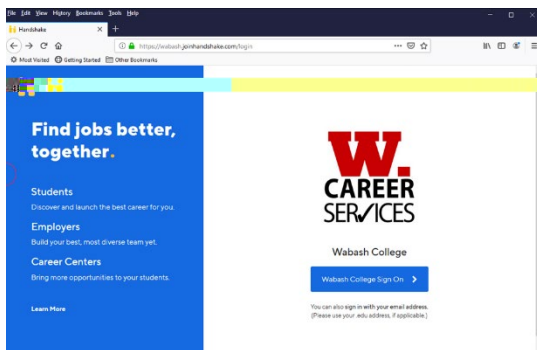
## GOAL 1: Claim Your Handshake Account

Follow these easy steps to claim your Handshake account.

We have already created the account for you, and pre-populated some of the information for you, but you will need to claim your account and fill in the profile.

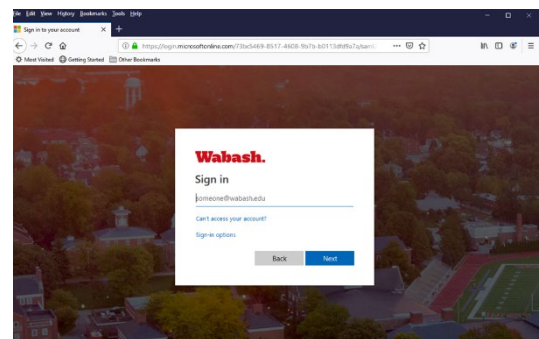
### Step A: Go to <https://wabash.joinhandshake.com>

Click: "Wabash College Sign On" button



### Step B: Login to System

Use your Wabash email and password

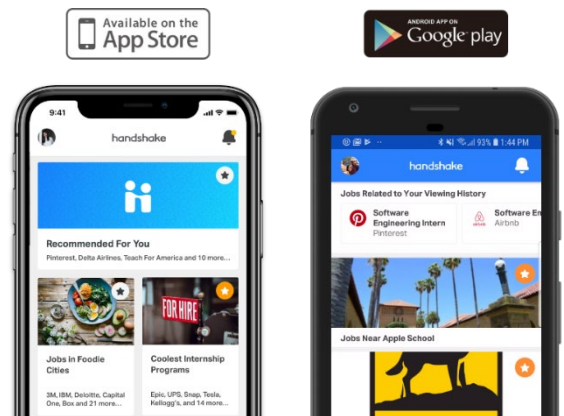


### Step C: Fill out your Profile

- Follow the Step-by-Step Guides to filling out your profile.
- This will take about 10-15 minutes
- You may want to do this on your laptop.
- Filling out your profile is very easy to do.

### Step D: Download the Handshake App to your phone

- Search for "Handshake" in the App Store or Google Play
- Login using your Wabash email and password.



## GOAL 2: Create your Wabash Resume

To create your resume, you can find the [Freshmen Resume Guide by clicking here](#).

It will walk you through how to create your Wabash Resume and includes formatting guidance, how to talk about your experiences, key words to use and provides you with two examples to help you see what the finished product will look like.

**Please note:** All freshmen and first year students are required to use the Wabash Resume Format.

To help make this easier for you, Career Services has developed a Freshmen Resume Template for you to use to help you create your resume. You will find the [Freshmen Resume Template here](#).

Why use the template? The formatting is already set-up for you. The layout is already set-up for you.

To use this template, download it to your computer and double click to open it.

- a. Save the document to your computer.
- b. Do not call it "Resume". Use your first and last name: "Wally Wabash Resume Fall 2019.docx"
- c. You will see red text. Replace the red text with your personal information.
- d. Refer to the Resume Guide on how to create the content.
- e. When filled out content, highlight all the text, change the font color to black.
- f. Save the file to your BOX Account.
- g. You are now ready to upload into WabashWorks for review/approval by Career Services.

## Goal 3: Create a LinkedIn Profile

LinkedIn, with 575 million+ members, is a crucial networking resource and professional platform to increase your online presence. It is also the best and fastest way to build your network of Wabash connections.

We have a guide that will walk you through how to create your LinkedIn Profile, you can find the [Student LinkedIn Guide here](#).

**Step A:** Go to [www.linkedin.com](http://www.linkedin.com) and create an account using your Wabash.edu email.

**Step B:** Create your Unique LinkedIn URL, after creating your profile:

- Click "Edit your public profile" on the right side of your profile page.
- On the right side, you will see "Edit public profile URL."
- Click on the blue pen beside URL.
- Edit it to resemble your name on LinkedIn. (ex: linkedin.com/in/yourname).
- Copy this URL, and use it in the contact information block on your resume.

**Step C:** After your resume is approved, come back to your LinkedIn account, and fill out your experience from the information you have on your resume.