Profile Checklist

The Career Design Center partners with Handshake to connect SUNY Geneseo students with a diverse employer community. To activate or access your Handshake account visit: https://www.geneseo.edu/career-design/handshake

The following are suggested steps to complete your Handshake profile

- **Upload a profile picture** Your photo should be current, professional, and simple
  - No busy backgrounds, filters, or other people in the photo

- **Your Interests**
  - Specify if you are currently searching for opportunities and if so, what types
  - Add any location, industry, or role preferences

- **Education** Add Colleges, Majors/Minors, & Anticipated Graduation
  - Consider adding other colleges/universities attended, unlocking your GPA
  - Some of this information will be already on your profile, verify it is accurate

- **My Journey**
  - Include a summary about who you are and your goals. This is a space in your profile to introduce yourself to employers.

- **Work Experience**
  - Summary of skills, roles, & accomplishments
  - Include organization, job title, date & location

- **Organizations & Extracurriculars**
  - Include organization name, position held, membership dates & location
  - Highlight any leadership roles, accomplishments, & relevant skills

- **Courses**
  - Add courses related to your major or highlight relevant skills

- **Projects**
  - Add relevant projects you have worked on independently or as part of a team
  - Some ideas are publications, presentations, websites, research, etc

- **Skills**
  - Add skills you have demonstrated to help employers discover you

- **Unlock Your Profile** so employers are able to view it. This can be changed anytime
  - Review profile privacy options and adjust accordingly

- **Upload Your Resume** under documents (as PDF)
  - Feature your resume on your profile so it is visible to employers
  - Privacy details [here](https://geneseo.joinhandshake.com/users/18752774)

- **Check Out a Sample Profile**
  - Make sure you are logged into handshake to view
  - [https://geneseo.joinhandshake.com/users/18752774](https://geneseo.joinhandshake.com/users/18752774)