

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](#)

Check Out a Sample Profile

- Make sure you are logged into handshake to view
- <https://geneseo.joinhandshake.com/users/18752774>