



Loeb Center for Career Exploration and Planning

Handshake Resume Review Policy & Process 2021 - 2022

Effective **Monday, August 30, 2021**, the Loeb Center for Career Exploration and Planning will no longer require Amherst College students and alumni to complete the resume approval process with an advisor in order to be able to submit application materials (i.e. resumes, cover letters, personal statements, transcripts, etc.) for jobs and internships posted in the [Handshake](https://amherst.joinhandshake.com/) (<https://amherst.joinhandshake.com/>).

While students will not be required to have resumes approved to apply for positions in Handshake, the Loeb Center ***strongly encourages*** all students to meet with a Peer Career Advisor (PCA) or Loeb Center advisor to receive guidance on how to best craft a polished, professional resume that best highlights your skills and experiences to employers.

All students who want assistance with crafting a new resume, updating an existing resume, or tailoring a resume for a specific internship or job posting regardless of industry **should seek out an one-on-one appointment with a PCA first.** To make an appointment with a PCA, select the “Peer Career Advisor (PCA) Document Review” category in Handshake. PCAs will hold resume clinics for group resume advising sessions during the academic year. Log into Handshake and search under “Events” to review the dates and register for upcoming clinics.

If a student cannot find an available appointment with a PCA, they may make an appointment with a Loeb Center advisor by selecting “General Document Review” under the “Document Review” category.

In addition to meeting with an advisor, students should take advantage of the Loeb Center’s digital resume resources:

- Review the Google Doc version of the [Resume How-To Guide for tips on how to create and improve your resume.](#)
- Refer to this collection of [Resume Samples](#)
- Utilize the [Action Verb Word Bank](#)

****NOTE: STUDENTS WILL STILL BE REQUIRED TO HAVE THEIR RESUME APPROVED IN ORDER TO PARTICIPATE IN AND GAIN ACCESS TO THE FOLLOWING LOEB CENTER PROGRAMS AND RESOURCES:**

- The Charles Hamilton Houston Internship Program

- Stipends for unpaid/low-paying internships, including through the Meiklejohn Fellows Program

Resumes must be approved by a PCA or Loeb Center advisor and it must meet all of the requirements outlined in the [Loeb Center's resume approval checklist](#).

Keep in mind that it often takes multiple rounds of reviews with an advisor before you meet all the requirements on the resume checklist and your resume is approved. If you wait until 1 - 2 days before a deadline to participate in a program to make an appointment, it is possible that you may not be able to get your resume approved in time for deadlines managed by the programs mentioned above.