

handshake PROFILE CHECKLIST

Students with complete and public profiles are viewed by employers **three times more** frequently. Here are some guidelines and tips to make your Handshake profile stand out!

Handshake allows you to easily search and apply for internships, on-campus jobs, and full-time opportunities. Every current Amherst College student has an account.

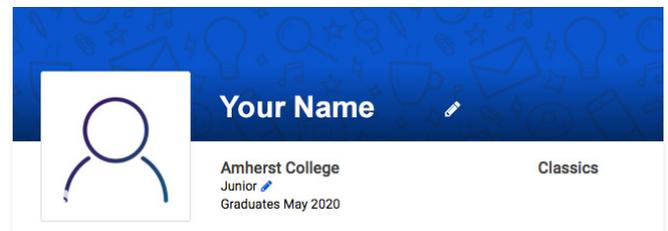
To get started, visit **amherst.joinhandshake.com** and log in using your Amherst College email.

✓ NAME & PHOTO

• Some information, such as your name, will be completed for you. Check to make sure everything is correct.



TIP: Profiles are 7 times more likely to be viewed when there is a photo. Your photo should be current, professional, and simple (no busy backgrounds, filters, or other people in the photo).



✓ EDUCATION

- List all schools you have attended, including ones you transferred from and ones attended while studying abroad.
- Your GPA should be calculated on a 4.0 scale.



TIP: We strongly recommend adding your GPA (4.0 scale). Once added, you can decide whether or not to make it viewable or hidden. When applying for jobs in Handshake that list minimum GPA requirements, excluding GPA from your profile translates to a 0.0 and thus may prevent you from appearing as a top candidate.

Education

A	Amherst College <small>primary education</small> Bachelors Aug 2016 - May 2020
H	High School High School Sep 2012 - May 2016

✓ WORK EXPERIENCE

- Use bulleted statements for maximum effect and begin each description statement with an action verb (advanced, managed, taught).



TIP: It is a good idea to organize experiences in reverse chronological order, similar to how you would on a resume.

Work Experience

A	Summer Intern, Loeb Center for Career Exploration and Planning Amherst College Jun 2018 - Present (1 month) <ul style="list-style-type: none">• Planned student events for the fall semester• Researched and identified alumni and employers for each Careers In area• Liaised with senior staff in consulting and providing technical assistance for employer outreach• Provided office support to senior staff including filing and scheduling client appointment
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✓ ORGANIZATIONS / EXTRACURRICULARS

• Be sure to include volunteer work and/or organization and club involvement. This shows employers how active you are in your community.



TIP: Remember, employers do not know what organizations such as AC Voice are, so be sure to clarify that and your specific involvement in the description.

Organizations / Extracurriculars



Social Media Volunteer Humane Society

Jul 2015 - Jul 2017 (2 years, 1 month) | Boston, Massachusetts, United States

- Supported all social media campaigns for the Humane Society which included taking photographs and writing copy.
- From 2015 to 2017 the organization's Facebook following grew 45%.

✓ COURSES & PROJECTS

• Add special projects such as hackathons, case competitions, portfolios, or websites you have built to showcase work outside the classroom.



TIP: Employers recruiting at Amherst know the value of a liberal arts education, but it is still important to list courses that help prepare you for certain industries.

The screenshot shows a profile dashboard with two main sections: 'Courses' and 'Projects'. The 'Courses' section has a card for 'English 101' with a checkmark icon. Below it is a button labeled 'Add A Course'. The 'Projects' section has a card for 'Student Project Sample' with a checkmark icon, listing 'Project Manager' and 'Sep 2017 - Dec 2017' with a '(more)' link. To the right of this card is a large box with a '+ Add Project' button.

✓ BIO, SKILLS, & SOCIAL LINKS

- Write a few sentences about yourself so employers can get to know you and what kind of position you are seeking.
- It is most important that you complete the skills section of your profile. It is easy to do; either type in a skill or select some of the suggested skills. Add language skills, technical skills, and any certifications you have.
- Only include professional and appropriate social content. Employers may ask about an Instagram post you've shared in your interview. If it is public, be prepared to talk about it.



TIP: Employers can search for candidates by skills. If you make your profile public, employers may contact you if you match a skill they are looking for.

The screenshot shows a profile dashboard with three sections: 'Get To Know Me', 'Skills', and 'Social Links'. The 'Get To Know Me' section contains a bio: 'I'm a junior looking for a marketing internship. I've always loved storytelling. I aspire to help companies craft and amplify their stories, bridging brands and consumers.' The 'Skills' section displays a grid of skill tags: Adobe Photoshop, Data Analysis, Editing, HTML, Java, Photoshop, Social Media Management, Spanish, and Writing. The 'Social Links' section shows icons for Facebook, Twitter, and Instagram.

PUBLIC VS. PRIVATE

When completing your profile, you can choose whether or not to make your profile public to employers. Employers approved by Amherst College can search public profiles and contact students. You can change your profile visibility settings at any time through your User Dashboard.

Need help completing your profile? Visit the Handshake Help Center support.joinhandshake.com or stop by the Loeb Center during drop-in hours.