

Handshake Checklist

Create a Handshake Profile to meet the Bronze Certification

- ☐ Create an account on Handshake (byui.joinhandshake.com) using your BYU-I login and password.
- ☐ Answer the Career Interests questionnaire
- ☐ Upload a professional picture for your profile (not cropped)
- ☐ Write a brief summary about yourself in short paragraphs (add hard and soft skills, personal philosophy, and what motivates you).
- ☐ Insert all work experience part-time and full-time.
- ☐ Add organizations/extracurriculars (societies and associations you are involved with)
- ☐ Add Documents (resume, cover letter, and letters of recommendation)
- ☐ Include relevant courses and projects for your desired job
- ☐ Change your profile privacy to "Community"
- ☐ Search for alumni and peers to connect with