

H HANDSHAKE CHECKLIST

COMPLETE THIS LIST TO EARN YOUR SILVER CERTIFICATION

☐ **Photo**

Use a clear, well-lit photo with a neutral background and attire that reflects your professional field.

☐ **Summary**

Write a few clear, engaging sentences that capture your career interests, key strengths, and relevant experience.

☐ **Education**

List your school, major, expected graduation date, and GPA (if 3.0 or above and relevant to your field).

☐ **Skills**

Include at least five key skills, both technical and interpersonal, that align with your field and career goals.

☐ **Experience**

Add job titles, organizations, and dates, along with brief bullet points describing your responsibilities and accomplishments.

☐ **Coursework**

Highlight three to five relevant courses that showcase the knowledge or skills you want to feature.

☐ **Involvement**

Note any clubs or organizations you're part of, especially where you've taken on active or leadership roles.

☐ **Projects**

Include at least one completed project with a clear title, a short description, and the skills or tools you applied.

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