**Handshake Checklist**

byui.joinhandshake.com

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|  | **Steps to Build a Powerful Profile**  |
|  | Create an account on [Handshake](https://byui.joinhandshake.com/login)  |
|  | Upload a professional picture (not cropped) Note: Free professional photos can be taken in MC 175 with an appointment, M – F 8 am – 5 pm. To schedule an appointment, email careerevents@byui.edu  |
|  | Write a brief summary about yourself in short paragraphs to keep the audience’s attention: include your hard skills and/or technical skills, personal philosophy, what motivates you, etc. |
|  | Insert all work experience part-time and full-time. (Copy and paste your bullet points from your resume.) |
|  | Add Organizations/ Extracurriculars = any clubs, societies, associations that you are involved with. |
|  | Documents (i.e. resume, cover letter and letters of recommendation) |
|  | Include relevant “Courses and Projects” you have completed that demonstrate your knowledge and skill set |
|  | Create “Saved Searches” for your desired job or internship set alerts to notify you when new opportunities are posted. |
|  | Answer the “Career Interests” questions to encourage Handshake to recommend careers, jobs, internships, and events that fit your preferences. |
|  | Search Alumni and Peer Profiles: Searching peer profiles will help you find BYU-Idaho students who worked or interned at your favorite company. You will be able to see his/her work experience and skills that may help you identify how to be a competitive candidate. |
|  | Change your profile privacy setting to “allow employers to be able to find and view my profile” so recruiters can view it in Handshake. |