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 and full time opportunities. Every current Holy Cross student has an account.

To get started, visit **holycross.joinhandshake.com** and log in using your Holy Cross 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).

Add Photo
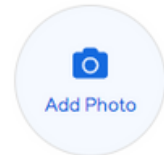
Your Name
College of the Holy Cross
Junior

EDUCATION

List all schools you have attended, including ones you have 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 appealing as a top candidate.

Education

College of the Holy Cross primary education
Bachelors
Aug 2016 - Sep 2020

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 & Volunteer Experience

College of the Holy Cross
Peer Career Assistant, Center for Career Development
Sep 2018 - May 2019 (9 months)

• Serve as a student extension to the Center for Career Development
• Advise students on resume and cover letters along with basic job and internship search strategies
• Deliver office workshops and provide student support via weekly drop-in hours

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 SPUD are, so be sure to clarify that and your specific involvement in the description. Spell out organization names instead of using acronyms.

Organizations & Extracurriculars

Social Media Volunteer
Humane Society
Jul 2015 - Jul 2017 (2 years, 1 month)
| Boston, Massachusetts, United States of America

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

COURSES & PROJECTS

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

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

Courses

English 101

Add A Course

Projects

Student Project Sample
Project Manager
Sep 2017 - Dec 2017

BIO, SKILLS & SOCIAL

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.

I am 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.

Skills

Customer Service ✕

Photoshop ✕

Project Management ✕

Social Media Management ✕

Suggested Skills

Data Analysis ✚   Editing ✚

Event Planning ✚   Excel ✚

HTML ✚   Leadership ✚

PUBLIC VS. PRIVATE

When completing your profile, you can choose whether or not to make your profile public to employers. Employers approved by Holy Cross 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 Center for Career Development during drop in hours. MON–FRI 1–4 pm