



Developing Your Handshake Profile

Log on to ramapo.joinhandshake.com using your Ramapo email address and password to complete the following sections:

1. **Photo:** *Business attire without others in the photo.*
(business.linkedin.com/talent-solutions/blog/2014/12/5-tips-for-picking-the-right-linkedin-profile-picture)
2. **My Journey:** *Begin with the PROFILE/SUMMARY on your approved resume and edit it to be engaging and in first person. Convey your direction/ambition/passion while using keywords relevant to industry.*
(www.themuse.com/advice/4-key-elements-of-a-killer-linkedin-summary)
3. **Education:** *Copied from approved resume; includes full education history, along with School Name and Education Level (Bachelors, Associates), Start and End Dates, and Major/Minor; includes GPA if 3.0+.*
4. **Public Profile:** *By making your profile public, 300k+ employers will be able to message you about job or internship opportunities.*
5. **Work & Volunteer Experience:** *Copied from approved resume including bullet points.*
6. **Organizations & Extracurriculars:** *Copied from approved resume including bullet points.*
7. **Skills:** *Include at least 4 skills.*