

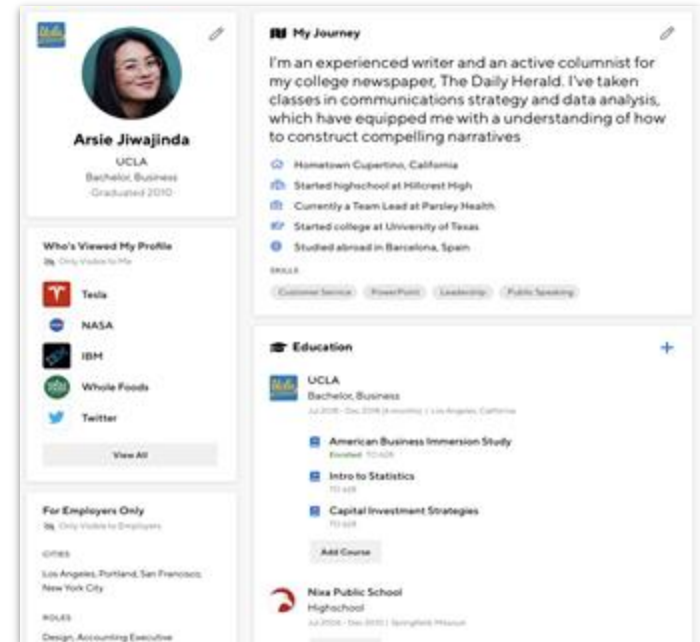
A teal triangle points downwards from the top left corner. A red semi-circle is positioned on the left side, partially behind the title text.

# Profile Completion on Handshake

As soon as you activate your account in Handshake, you should complete your profile. Handshake pulls the data you enter into your profile to create a list of recommended jobs, internships, and events that match your skills, interests, and qualifications.

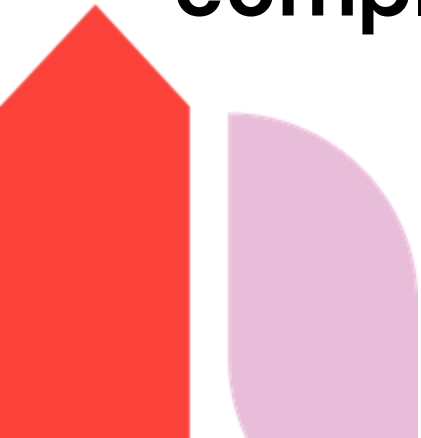
Students who complete  
their profile on Handshake  
are **5x more likely** to be  
contacted by an  
employer

In addition, employers on Handshake are more likely to reach out to you if they are able to review your profile and see that your skill sets match their needs.



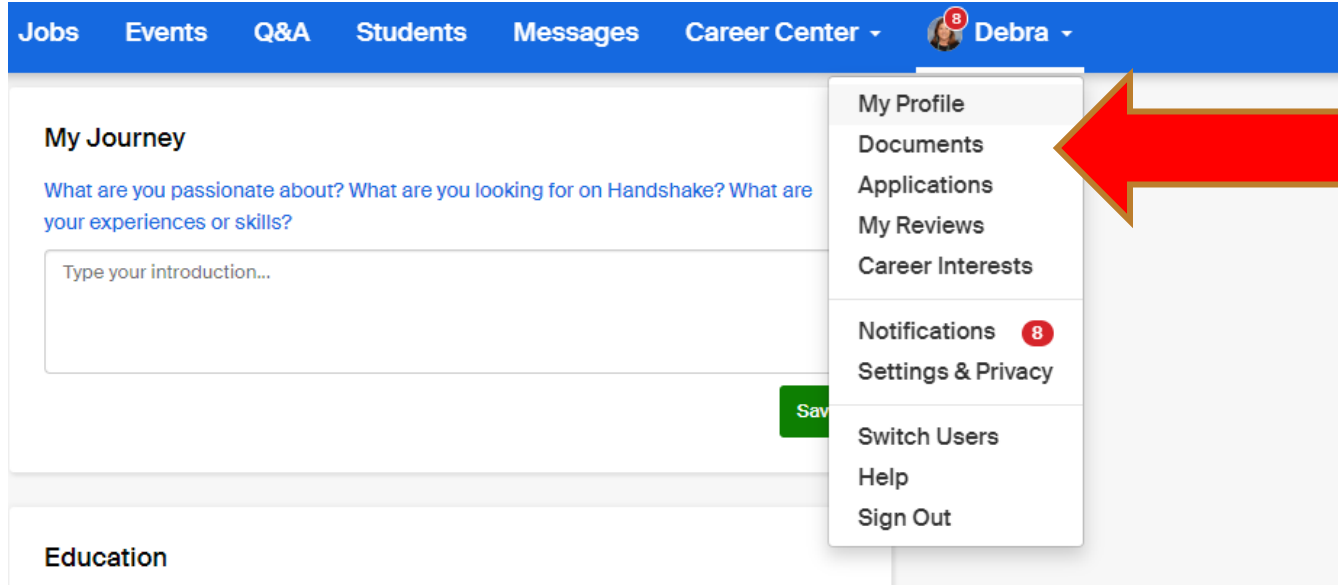
**Employers conduct 25,000+ student searches per month on Handshake.**

**Make sure your profile is public and complete to be included!**



# Resume Upload

Data from your resume will be pulled by Handshake to populate sections of your profile. Make sure that you edit the sections to ensure that the data pulled accurately reflects your experience and skills. Click “Add to Profile” once you have completed your edits.



The screenshot displays the Handshake web application interface. At the top, a blue navigation bar contains links for Jobs, Events, Q&A, Students, Messages, Career Center, and a user profile for Debra with a notification badge. The main content area is titled 'My Journey' and includes a prompt: 'What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?'. Below this is a text input field with the placeholder 'Type your introduction...'. A green 'Save' button is partially visible. A dropdown menu is open from the user profile, listing options: My Profile, Documents, Applications, My Reviews, Career Interests, Notifications (with a badge), Settings & Privacy, Switch Users, Help, and Sign Out. A large red arrow points from the right side of the screen to the 'My Profile' option in the dropdown menu. The 'Education' section is partially visible at the bottom left.

Make sure to keep the  
“For Employers Only”  
section up to date

For Employers  
Only

**3,546 Jobs**

match your interests

[See Jobs >](#)

JOB HUNT

[Are you currently looking for a job?](#)

JOB INTERESTS

Internship • Full-Time Job

CITIES

New York, NY, USA • Washington, DC,  
USA • Philadelphia, PA, USA

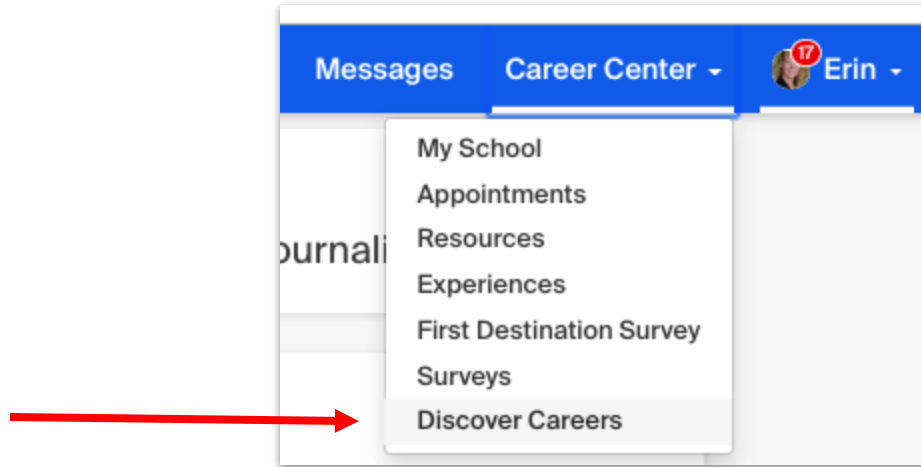
ROLES

[What roles interest you?](#)

INDUSTRIES

Environmental Services • Higher  
Education • K-12 Education • Food &  
Beverage • International Affairs • Legal  
& Law Enforcement • Politics •  
Government - Local, State & Federal •

To get ideas of job roles of interest, check out the “Discover Careers” tabs under “Career Center”



# Explore roles and mark as “Interested”

The image displays a career exploration interface. The top section, titled "Find your next move," includes a search bar and three role category cards: "General and Operations Managers," "Purchasing, Merchandising, and Procurement Agents," and "Supply Chain Management Specialists." Each card has a "+ Interested" button. A detailed view for "Product Managers" is shown in the foreground, featuring a description, a salary bar chart, a list of top cities, and a list of job opportunities with "Interested" buttons.

**Find your next move.**  
Learn about different jobs and fields to make the next step in your career

Search roles...

**General and Operations Managers**  
General and operations managers ensure that organizations and businesses are running smoothly internally. They're...

**Purchasing, Merchandising, and Procurement Agents**  
Purchasing, merchandising, and procurement agents—also known as buyers—select suppliers and...

**Supply Chain Management Specialists**  
Supply chain managers manage relations with suppliers and select and purchase materials...

**Product Managers**  
Product managers are responsible for the development of a given product as well as understanding the product's features and strategy. They often wear many hats in the product development process, but ultimately must deliver the best product to their chosen target audience.

**SALARY**  
\$92,500 per year  
National averages based on real new grad salaries

Low High

**TOP CITIES FOR THIS ROLE**  
San Francisco, CA  
New York, NY  
San Jose, CA  
Boston, MA  
Dallas, TX

**EXPLORE OTHER ROLES**  
Supply Chain Managers and Specialists  
Human Resources Managers and Specialists  
Public Relations Managers and Specialists  
Business Analysts and Management Consultants  
Graphic Designers

**Jobs**

- Product Management Internship (Summer 2020)  
ClickTime – San Francisco, CA  
Part-Time Internship
- 2020 Intern - Offering Manager  
IBM – Austin, TX  
Full-Time Internship
- Product Management Intern  
Shopee Singapore – Singapore  
Full-Time Internship + Employer Match
- Category Management Summer Internship  
Topic Associates – Elk Grove Village, IL  
Full-Time Internship + Employer Match

Use your research to inform your profile  
and keep your interests up to date!





# Finishing Touches

- Add a photo, a professional head shot.
- Add a short bio, your artist's statement, or your bio from the "About Me" section on your website.
- Add social links to your website (*with your portfolio*), LinkedIn, Facebook, Instagram, etc.
- Add projects or work samples to give employers an idea of your work.

**Once you are happy with your profile, click "View my Profile" to see it through the eyes of an employer.**



**Questions?**

**Debra Stark, Career Advisor**

**Career Center, C-209**

**[dstark@ramapo.edu](mailto:dstark@ramapo.edu)**

**201-684-7221**

