

Handshake Profile Checklist and Sample Profile

General

- Use active voice. Active voice makes your profile more dynamic.
- Double and triple check your profile for spelling and grammar. Ask someone else to review it as well.

Profile Photo/Name

- Ensure your preferred name and year in college are correct.
- A profile photo is not required. If you use a photo make sure it is professional. Clothing should be appropriate for the types of positions you are applying for.

My Journey

- Include 3 – 4 sentences summarizing your key experience, accomplishments, skills, and goals.
- Focus on experience, accomplishments, and skills that are related to the types of positions you plan to apply for.
- Keep this concise – hiring managers do not want to read a long essay.

Education

- Ensure your major at Palomar College is correct if it will be important for the position you are applying for. To change your major in Handshake you will need to change it officially with the Admissions Office.

Work and Volunteer Experience

- List each job, internship, and/or volunteer position you have held.
- List most recent positions first and then work backwards.
- Each position should include the name of the company, your title, the length of time you worked there, and the location of the company.
- For each position list 3 -5 bullet points summarizing your primary responsibilities, demonstrated skills, and key accomplishments.
 - Prioritize the responsibilities, skills, and accomplishments that will be most relevant to the types of positions you plan to apply for.
 - [ONET is an online resource that can be helpful.](#)
- Start each bullet point with a verb.

Organizations and Extracurriculars (if applicable)

- List clubs or organizations that you are a part of. This can be another way to relevant highlight skills and experience.

Courses/Projects (if applicable)

- List courses you have taken that would be relevant for positions you plan to apply for.
- Include significant projects that demonstrate relevant skills and experience.

Skills

- List relevant skills that you have developed through the experiences detailed above.

Documents (if applicable)

- You can upload copies of your resume or projects in the documents section.

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Sample Profile

The sample profile below shows what a complete profile looks like. The sample profile below is for a student majoring in Psychology who is interested in applying for internships and entry level positions related to behavioral health. You can use the same approach for any major and field.

The screenshot shows a Handshake profile for a student. The profile is 100% complete and is currently hidden from employers. The student's name is Sample Student, and they are a Psychology AA-T(PSYC.U) major at Palomar College. The profile includes sections for My Journey, Education, Work & Volunteer Experience, and Your Interests.

My Journey
Psychology student skilled at creating engaging learning environments for children. Exceptional communication and teamwork skills, with 2+ years in customer service. Seeking an applied behavioral technician position or internship related to mental wellness counseling.

Education
Palomar College primary education
Aug 2020 - Present
Major in Psychology AA-T(PSYC.U)
[Add School](#)

Work & Volunteer Experience
Ryan Bros Coffee
Barista
Nov 2019 - Present (2 years, 9 months) | San Marcos, CA
• Took coffee, food, and beverage orders and prepared them for customers quickly and effectively.
• Described menu to customers and suggested drinks and food that might appeal to them.
• Worked with team to delivered excellent customer service and prompt food and beverage delivery.
• Earned employee of the month 3 times based on positive customer feedback.
• Cleaned café area and restocked supplies for continued fast service capabilities.
YMCA of San Diego County
Volunteer - Service Learning Project
Jan 2021 - May 2021 (5 months) | San Marcos, CA
• Implemented activities in an afterschool program serving children ages 10 - 12.
• Provided feedback to students, using positive reinforcement techniques to encourage, motivate, or build confidence in students.
• Taught students study skills, note-taking skills, and test-taking strategies.
[Add Work Experience](#)

Your Interests
Only visible to you
JOB HUNT
• Actively looking for a job
JOB INTERESTS
Internship • On-Campus Job • Part-Time
CITIES
San Marcos, CA • Escondido, CA • Carlsbad, CA • Oceanside, CA • San Diego, CA • Vista, CA

Your profile is 100% complete

Your profile is hidden from employers
By marking your profile as private, over 300,000 employers cannot search for you or message you about job or internship opportunities.
[Make Profile Public to Employers](#)
This can be changed anytime in [settings](#).

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ROLES
[What roles interest you?](#)

INDUSTRIES
Non-Profit - Other • Politics • Journalism, Media & Publishing • Government - Local, State & Federal • Healthcare • Social Assistance • NGO

Personal Information

Primary Email Address
jjarvinen@palomar.edu

Pronouns
He/him

Demographic Info

Race and ethnicity
White or Caucasian

Locked by school
 Hidden from employers

Organizations & Extracurriculars

Club Member
Palomar College Psychology Club
Nov 2020 - Present (1 year, 9 months) | San Marcos, California, United States

- Coordinate weekly meetings with other student members to plan club activities.
- Identify and contact guest speakers to attend meetings.
- Market club activities through weekly social media posts.
- Increased club membership by 25% through outreach efforts.

[Add An Organization](#)

Courses

Statistics for Behavioral Sciences
SOC 205

Introduction to Social Work and Human Services
SWHS 100

[Add A Course](#)

Discover More Students

Projects

Psychology Research Study Design - Impact of Peer Social Media Use on Exercise Habits
Jan 2022 - May 2022

Designed a study that would explore the impact of peer social media use on exercise habits for my Psychology Research Methods class.

Skills

Communication ✕
Customer Service ✕
Event Planning ✕ Leadership ✕
Public Speaking ✕
Social Media ✕ Writing ✕

Documents

You have 1 document. Click [Manage Documents](#) to select which ones to show publicly on your profile. Add your resume, cover letters, and other documents.