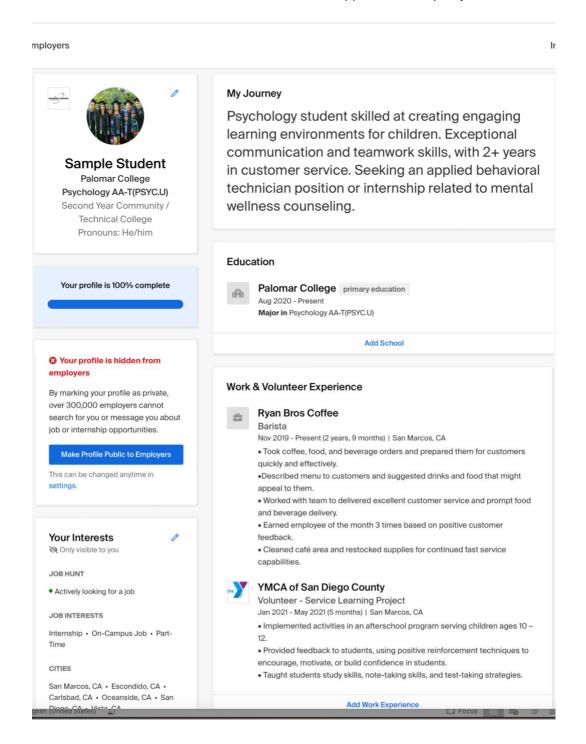
Handshake Profile Checklist and Sample Profile

Gener	al
	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.
	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.
	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.
Educat	ion 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.
	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. O 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.
Organi:	zations 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.
	s/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.
	ents (if applicable) You can upload copies of your resume or projects in the documents section.

Handshake Profile Checklist and Sample Profile

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.



Handshake Profile Checklist and Sample Profile

