

# Creating an Effective Personal Profile in Handshake



THE OHIO STATE UNIVERSITY

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## LOG-IN

Go to <https://osu.joinhandshake.com/login> and click on “OSU Web Login”

- Log in using your [name.#@osu.edu](#) (not @buckeyemail) email address and password
- Forget your password? You’ll need to contact <http://8help.osu.edu>

## MY PROFILE

### Choose an Appropriate Profile Photo

- Choose a picture in which you are wearing work appropriate clothing
- If you choose not to upload a photo, the system will show a gray user graphic

### Education

- Information in this section is pre-populated from data in the My Account section
- You may add educational experiences or programs including study abroad, continuing education, or prior undergraduate coursework taken at another institution
- Displaying your GPA is optional – if over a 3.0, it is recommended that you choose to show it

### Get to Know Me – Short Bio

- This is a short paragraph, comprised of about 500 characters, focused on your personal brand, accomplishments, and ambitions, that gives an employer a feel for what you consider to be most important about yourself in relation to a position you are seeking
- A combination of the “tell me about yourself” question asked during an interview and an elevator speech
- Do not repeat your resume, highlight it instead
- Use the first person (i.e. the pronoun, “I”) - it builds an emotional connection with the reader
- Promote your qualities, such as leadership, passion for collaboration, creativity, and career goals, to display how you can fulfill the needs of a prospective company

### Documents

- Upload resumes, cover letters, and more to start applying for jobs and internships.
- Visit the College of Public Health’s Office of Academic Programs and Student Services to have a career advisor review your resume with you
- Build your profile from your resume to avoid retyping everything already written in your resume. Handshake pulls the text from the document and loads it in the appropriate field. You can review and edit the text before posting it

### Work Experience and Organizations / Extracurriculars

- Work Experience should focus on work, internship, and research experiences
- Organizations / Extracurriculars can include volunteer, leadership, research and service-learning experiences
- Start each entry with a couple sentences that provide an overview of what the job entailed.
- Use action verbs and avoid passive voice
  - e.g. *the boy **walked** the dog* vs. *the dog **was walked** by the boy*
- Keep the entry clear, concise, and in a consistent tense. Use the present tense when describing a present position and past tense when describing an experience
- Always lead with your accomplishment and quantify anything that is relevant.
  - e.g. presented a workshop to 20+ peers

## **Courses**

- The Courses section serves as a way for you to highlight relevant coursework
- Include descriptions of projects that are relevant to the position you are seeking and that you have completed during an internship experience, a class, or while on a previous job
- Good examples of projects to describe include a paper from a writing class or a lab report you completed for a science course

## **Projects**

- This section serves as a way for you to provide tangible proof of your value in the workplace or classroom
- Include descriptions of projects that are relevant to the position you are seeking and that you have completed during an internship experience, a class, or while on a previous job
- Good examples of projects to describe include a paper from a writing class or a lab report you completed for a science course

## **Skills**

- Choose skills acquired from your education, work, or project experience

## **Social Links**

- Your school email is already populated. You may optionally choose to include a permanent email
- Add links to your Facebook page, LinkedIn profile, and personal website (if you have)
- Your social media presence is a reflection of you! Be sure that your feeds are free of any potentially incriminating material before including them here

## **Make your Profile Public!**

- By marking your profile as public, over 200,000 employers can search for your skills and experience or message you about job or internship opportunities
- Click the *See Employer View* to see what your profile looks like to employers. Like what you see? Employers will too!

## **TIPS**

- Make sure your profile is complete (80%-100% completion score from Handshake) before publishing it for employers. Fill out all sections: personal statement, work experience, projects, skills
- Check for spelling, punctuation, and grammatical errors
- Stop by the Office of Academic Programs and Student Services to have your profile reviewed! A career advisor will provide feedback about the effectiveness of your profile and offer suggestions for improvement