



Handshake

From searching jobs and internships to making an appointment with a career advisor, Handshake is your one-stop-shop for all things career at Wabash. Take a look below at some of Handshake's top features and reasons why you need to use Handshake.

1. Looks like Facebook, operates like LinkedIn

Customizing your profile on Handshake is simple. You can upload your résumé, work samples, transcripts and other coursework documents that you want employers to see. Follow your favorite companies to receive notifications for jobs, events and other updates.

2. Customize your job internship and WISE search

You'll have a single feed that displays personalized recommendations of jobs, internships, content and events. By customizing your preferences in your profile, only content that you'd like to see will be there when you log in. All WISE positions require you to apply via Handshake with a resume & cover letter. WISE positions will begin opening on June 1, 2021 for applications.

3. More than 50,000 employers looking to hire

You read that right. More than 50,000 employers and all Fortune 500 companies use Handshake to find students for a variety of different jobs and internships, from small, local





GOAL1:





GOAL 2 Create your Wabash Resume

To create your resume, you can find the [Freshmen Resume Guide by clicking here](#). It will walk you through how to create your Wabash Resume and includes formatting guidance, how to talk about your experiences, key words to use and provides you with two examples to help you see what the finished product will look like.

Please note: All freshmen and first year students are required to use the Wabash Resume Format.

To help make this easier for you, Career Services has developed a Freshmen Resume Template for you to use to help you create your resume. You will find the [Freshmen Resume Template here](#).

Why use the template? The formatting is already set for you. The layout is already set for you.

To use this template, download it to your computer and double click to open it.

- a. Save the document to your computer.
- b. Do not call it "Resume". Use your first and last name. *Wally Wabash Resume Fall 2019.docx*
- c. You will see red text. Replace the red text with your personal information.
- d. Refer to the Resume Guide *how* to create the content.
- e. When filled out content, highlight all the text, change the font color to black.
- f. Save the file to your BOX Account.
- g. You are now ready to upload into WabashWorks for review/approval by Career Services.

Goal3: Create a LinkedIn Profile

LinkedIn, with 575 million+ members, is a crucial networking resource and professional platform to increase your online presence. It is also the best and fastest way to build your network of Wabash connections.

We have a step-by-step guide to help you get started. [Click here for the guide.](#)

