

## How to Schedule a Resume/Cover Letter Review Appointment

- 1) Log into Handshake with your Cedarville Account credentials ([cedarville.joinhandshake.com](http://cedarville.joinhandshake.com))
- 2) **Career Center > Appointments > Schedule a New Appointment**
- 3) Choose **“Resume OR Cover Letter Review”**
- 4) Scroll through and choose desired day/time to set up your appointment
- 5) Under appointment medium select the what you’re most comfortable with (*In-Person or Virtual on Handshake*)
- 6) Write a brief message under “What can we help you with?” > **SUBMIT REQUEST**
- 7) You will immediately receive an email letting you know that your appointment has been “Approved”
- 8) Come to our office on the day/time of your scheduled appointment with a copy of your resume (hard copy or electronic) unless you receive an email from us notifying you otherwise.

### **OR**

if you chose **Virtual on Handshake**, go to your appointment through your email notification or log into Handshake > Career Center > Appointments > Upcoming Appointments > Select your appointment. You can click “Start Video Appointment” up to 5 minutes before the appointment is scheduled to start.

If you want to download one of our resumes and/or cover letter samples before your appointment, you can do so by logging onto [cedarville.joinhandshake.com](http://cedarville.joinhandshake.com) > **Career Center > Resources > Choose the sample you want > Download attachment.**

## How to Make Your Resume Visible to Employers

*\*\* Already assuming you uploaded your resume and it got approved*

- Log into **Handshake** using your Cedarville account credentials ([cedarville.joinhandshake.com](http://cedarville.joinhandshake.com))
- Click on your name (in upper right corner) > Choose **Documents**
- Choose whatever resume you want employers to view (if you have multiple) > click circle next to **“Visible”**

As long as your resume is **approved** and you clicked **“Visible,”** employers will be able to view it.

### **One Extra Step:**

- If you want to build your profile from your resume (and save some extra time), click on the resume you just made visible, and then on the right-hand side click the blue button that says **“Build Profile from Resume”**
- It will automatically take you to your profile and ask you to **approve** your experiences before it goes public.
- Now everything on your resume should be displayed right on your profile page as well.

## How to Get the Most Out of Handshake

([cedarville.joinhandshake.com](http://cedarville.joinhandshake.com))

## 1) Complete Your Profile

We highly recommend that you *complete your profile* in Jobs4Jackets. ([cedarville.joinhandshake.com](http://cedarville.joinhandshake.com))

You can start by uploading your resume and getting it officially approved by our office. In order to have a completed profile, you must have (at minimum):

- One work experience
- One organization
- One skill
- Update your year (Sr, Jr, etc.)
- Update your major

## 2) Make Your Profile Public

By making your Jobs4Jackets/Handshake profile *public*, you will have the ability to message students/alumni who have similar interests/experience across all **1,200+** Handshake colleges and universities. With over **550,000+** employers, you will also have access to **50,000+** jobs and internships!

- ✓ Go to your profile in Handshake
- ✓ Click on your name (upper right) and click on drop-down menu
- ✓ Scroll down to *Privacy Settings* and check *Community*

## Students – Uploading Resumes to Handshake

- 1) Log onto [cedarville.joinhandshake.com](http://cedarville.joinhandshake.com) with your Cedarville Account credentials
- 2) **Click on Your Name** (in upper right corner) > Choose “**Documents**”
- 3) **UPLOAD** your resume in a **Word document**
- 4) You will receive an email from one of our Resume Reviewers with feedback (whether it’s approved or needs changes)