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)
- 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.