

# PROFILE CHECKLIST

Students with complete and public profiles are viewed by employers **three times more** frequently. Here are some guidelines and tips to make your Handshake profile stand out!

Handshake allows you to easily search and apply for internships, on-campus jobs, full-time opportunities and campus events. Every current BSU & NTC student has an account.

[BSU/NTC STUDENT ACCESS CLICK HERE](#)

## To Access Connect2Careers, powered by Handshake

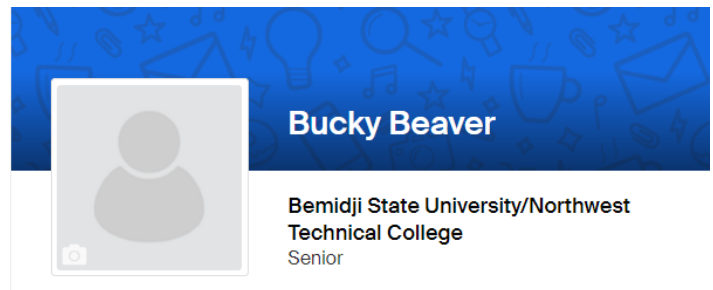
1. Log into BSU
2. Hover above your name on the top left corner, select Connect2Careers
3. Click "STUDENT ACCESS"
4. Enter your StarID

## NAME & PHOTO

Some information, such as your name, will be completed for you. Check to make sure everything is correct.



**TIP:** Profiles are 7 times more likely to be viewed when there is a photo. Your photo should be current, professional, and simple (no busy backgrounds, filters, or other people in the photo).




## EDUCATION

- List all schools you have attended, including ones you transferred from and ones attended while studying abroad.
- Be sure your major & minor are listed




**TIP:** We strongly recommend adding your GPA (4.0 scale). Once added, you can decide whether or not to make it viewable or hidden. When applying for jobs in Handshake that list minimum GPA requirements, excluding GPA from your profile translates to a 0.0 and thus may prevent you from appearing as a top candidate.

### Education

 **Bemidji State University/Northwest Technical College** [Add School](#)

primary education

Major in Criminal Justice

Cumulative GPA: 3.5 


## WORK EXPERIENCE

- Use bullet statements for maximum effect and begin each description statement with an action verb. (Collaborated, Advanced, Created)
- Visit the Career Services webpage "Magic Bullet" and examples for assistance in constructing your statements. We promise it will make a world of difference



**TIP:** It is a good idea to organize experiences in reverse chronological order, similar to how you would on a resume.

### Work Experience

 **Staff Writer**  
**The Northern Student**







Sep 2017 - Present (2 years, 9 months)

- Interview people and research topics as preparation for writing various articles
- Submit rough drafts of articles and make edits as needed
- Outsource photos to go along with an article

## ✓ ORGANIZATION / EXTRACURRICULARS

- Be sure to include volunteer work and/or organization and club involvement.
- Getting involved shows much more than interests. Getting involved on campus and within the community shows soft skills that employers are seeking:
- Critical Thinking      • Leadership
- Digital Technology      • Work Ethic
- Teamwork      • Career Management
- Communication Skills      • Intercultural Fluency

### Organizations / Extracurriculars







	<b>Member</b> Bemidji State University Club Soccer Aug 2018 - Present (1 year, 10 months)   Bemidji, Minnesota, United States of America	
	<b>Member</b> Bemidji State University Relay for Life Sep 2016 - Apr 2019 (2 years, 8 months)   Bemidji, Minnesota, United States of America	
	<b>Member</b> National Honors Society May 2015 - Jun 2016 (1 year, 2 months)   Brooklyn Park, Minnesota, United States of America	



**TIP:** Remember, employers may not know abbreviations of the clubs/organizations so be sure to be specific. Add bullets like your work experience

## ✓ COURSES & PROJECTS

- Add projects such as research projects, case competitions, portfolios, programs, or websites you have built to showcase work outside the classroom.

	Computer Business Applications	
	Intermediate Accounting I	
	Marketing	



**TIP:** Employers know that you're building experiences. Some employers will take coursework into consideration. It's important to list courses that help prepare you for your career.

## ✓ BIOS, SKILLS & SOCIAL LINKS

- Write a few sentences about yourself so employers can get to know you and what kind of position you are seeking.
- It is most important that you complete the skills section of your profile. It is easy to do; either type in a skill or select some of the suggested skills be sure to include any software, tools, equipment, language relevant to your industry. Add language skills, technical skills, and any certifications you have.
- Only include professional and appropriate social content. Employers may ask about an Instagram post you've shared in your interview. If it is public, be prepared to talk about it.

### Get To Know Me

I am a junior seeking a marketing internship where I can utilize my enthusiasm, creativity, attention to detail, and tech savvy skills. I will bring energy and trending knowledge to a company to assist with any graphic/web design, social media, and marketing. I aspire to work for a company that is fun and fast paced and team focused.

### Skills

- Adobe Creative Cloud ✕ Adobe Illustrator ✕
- Adobe InDesign ✕ Adobe Photoshop ✕
- Adobe Premiere Pro ✕ Customer Service ✕
- Editing ✕ Event Planning ✕ Marketing ✕
- Powerpoint ✕ Public Speaking ✕ Sales ✕
- Social Media Management ✕ Weebly ✕
- WordPress ✕



**TIP:** Employers can search for candidates by skills. If you make your profile public, employers may contact you if you match a skill they are looking for.

### PUBLIC VS. PRIVATE

When completing your profile, you can choose whether or not to make your profile public to employers. Employers approved by BSU can search public profiles and contact students. You can change your profile visibility settings at any time through your User Dashboard.

