

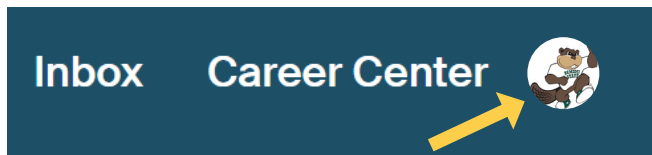
INSTRUCTIONS: HOW TO UPLOAD YOUR RESUME INTO HANDSHAKE

Handshake

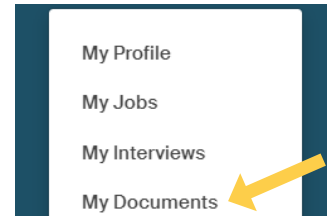
To access Handshake, click on the Handshake icon in your MyBSU or MyNTC account, select the student access button and enter your StarID and password.

Make the best first impression! By uploading your resume, you'll receive a resume critique from Career Services.

1. Click your account icon in the upper-right corner of the screen

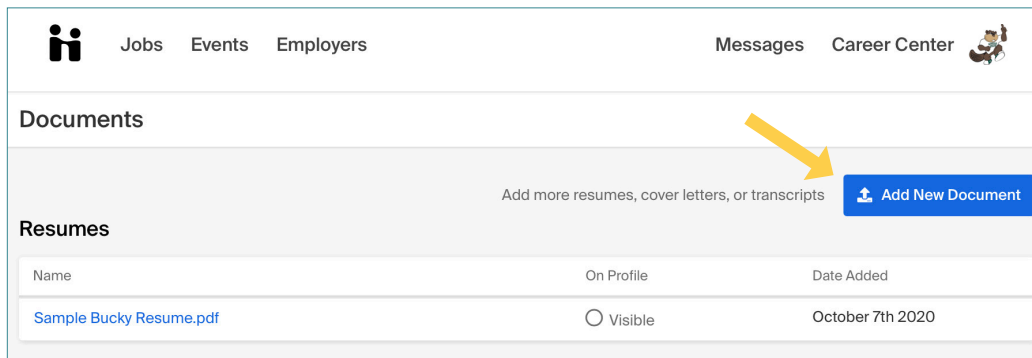


2. Select My Documents



TIP: Watch BSU Career Services Resume Online Workshop, and checkout the resume guides to make the best first impression with your resume.

3. Select Add New Document



TIP: This will also be how you upload new and updated documents such as a cover letter, transcript, letters of recommendation, licensures, or other documents an employer may ask for.

4. Build your Resume

When you upload your resume, you can easily complete your online profile. Click the "Build Profile from Resume"



TIP: Students with complete and public profiles are viewed by employers **three times more** frequently. Visit our website for more tips!

