ARCC: Complete your Profile in Handshake

This article gives a step-by-step explanation on how to drive your profile to completion on Handshake.

2. Log in with your UWEC credentials.
3. Click your name on the top right of the screen and select My Profile.
4. Look to the left of the screen to view your "Profile Level" bar. This indicates areas of your profile could be improved, allowing employers to effectively find you and contact you with opportunities that fit your interests.
5. You can drive up your **level of profile completion** by filling out all areas of your profile:

1. **Education:** Your current school and major are pulled automatically and updated weekly. Add other degrees you have received, details such as dates of attendance, your minor or your GPA (which can be hidden from employers if you wish to include it).

   ![University of Wisconsin-Eau Claire](image)

   **Education**
   * University of Wisconsin-Eau Claire, Bachelors
   * Sep 2019 - May 2022
   * Cumulative GPA: 3.8

2. **Work & Volunteer Experience:** Prior work and volunteer information can be uploaded automatically from any resume you add to Handshake documents, or you can enter any experiences manually. This is a great section to add keywords, detailed accomplishment statements, and showcase the transferrable skills you gained from positions you have held.

   ![UWEC Service Center](image)

   **UWEC Service Center**
   * Student Supervisor
   * Oct 2018 - Jun 2019 (1 year, 8 months)
   * Provide excellent customer service to on and off-campus patrons utilizing the center.
   * Train cashiers on operation of the ticketing system, postal scale, money order machine, postal machine, card reader, and telephone system.
   * Act as Service Center Manager in the absence of the general manager by taking on added responsibilities.
   * Prepare computer reports, balance vault and lock/alarm the center at the end of day shift.

   ![FOX Sports North](image)

   **FOX Sports North**
   * Marketing and Communications Intern
   * Jun 2015 - Sep 2016 (6 months)
   * Proactively build social networking sites such as Facebook and Twitter.
   * Developed and maintained social network communication in order to increase awareness and website traffic.
   * Organized special community and fund-raising events involving the Minnesota Twins and the Minnesota Wild professional sports teams.
   * Represented FOX Sports North professionally and in accordance with company standards.

   ![Burnsville Athletic Club](image)

   **Burnsville Athletic Club**
   * Head Coach
   * Jun 2008 - Dec 2010 (2 years, 7 months)
   * Handle confrontational situations effectively during games to resolve conflict.
   * Interact with parents and coaches of other teams to maintain positive relationships.

3. **Organizations/Extracurriculars:** Add information about clubs or organization work including details about the time you participated in the activities, any leadership positions you held, and the location. It is appropriate to add accomplishment statements in this section, and provide information about the tasks and skills you gained from the experience.
4. **Skills, Documents, Courses, Projects**: These skills will also be pulled from your uploaded resume. We recommend adding 5-7 skills. Include 3-5 relevant courses you've taken and one or two projects you completed, such as a research paper, capstone project or faculty-led research. Be sure to get permission from faculty before publishing any details about a research experience.

**Skills**
- Customer service X
- Marketing X
- Marketing research X
- Networking X
- Retail sales X
- Service center X

**Courses**
- Psychology of Gender
- Diversity in Higher Education
- First Generation Students - Special Topics Course
- Advanced Marketing Analytics
- Marketing Management
- India - Globalization
- Strategic Management in a Global Business Environment

**Projects**
- Student-Professor Research Project
  
5. **Profile Picture**: Upload a picture of yourself to complete your professional image on your profile. Free high-quality profile photos are offered by UW-Eau Claire each semester. A photo of you alone (non-“selfie”) with a plain background is perfectly acceptable.
6. **My Journey:** Include a “mini-cover letter” here explaining who you are and your career aspirations.

   This is a great spot to tell more about your “career story” and professional self including skill keywords.

   **My Journey**

   I am currently a junior pursuing my Bachelor’s Degree at UW-Eau Claire. Customer relationships and teamwork are very important to me. Therefore, networking and leadership are two of my greatest strengths. I have a strong work ethic, as well as great communication skills. I am currently seeking an internship in marketing.

Additional information from Handshake on your Profile located here: https://support.joinhandshake.com/hc/en-us/sections/204176377-Profile

If you need further assistance, make an appointment with a career counselor via Handshake or contact the Advising, Retention + Career Center at arcc@uwec.edu or 715-836-3487.