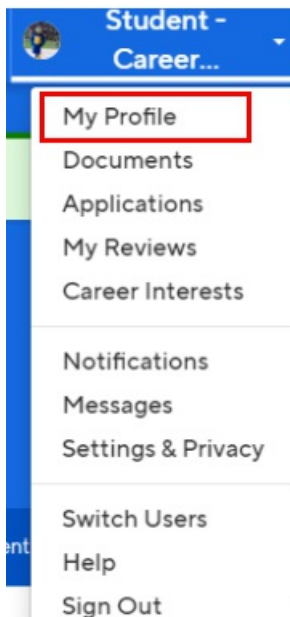


ARCC: Complete your Profile in Handshake

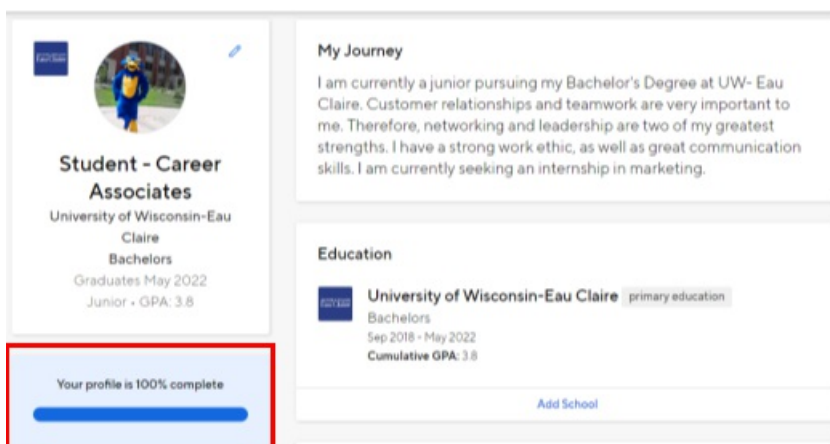
Last Modified on 07/20/2021 11:05 am CDT

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

1. Go to uwec.joinhandshake.com.
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).


Education


 **University of Wisconsin-Eau Claire** primary education
Bachelors
Sep 2018 - 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 transferable skills you gained from positions you have held.

Work & Volunteer Experience

 **UWEC Service Center**
Student Supervisor
Oct 2011 - Jan 2018 (6 years, 4 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**
Marketing and Communications Intern
Jun 2011 - Sep 2011 (4 months) | Minneapolis, MN
Developed new material to improve online communication via social networking sites such as Facebook and Twitter
• Maintained and updated social network communication in order to increase customer awareness and web site 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**
Head Coach
Jun 2008 - Dec 2010 (2 years, 7 months)
• Handled confrontational situations effectively during games to resolve conflict
• Interacted 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.

Organizations & Extracurriculars


-  **General Member**
American Marketing Association (AMA)
Sep 2016 - Present (2 years, 8 months) | Eau Claire, Wisconsin, United States
-  **Team Member**
Club Volleyball
Feb 2017 - Present (2 years, 3 months) | Eau Claire, Wisconsin, United States
-  **Mascot**
Student Senate
Jan 2016 - Dec 2017 (2 years) | Eau Claire, Wisconsin, United States


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

 **TA** Advanced Marketing Analytics
MKTG 432


 Professional Sales
MKTG 337

 India- Globalization
INTB 361

 Strategic Management in a Global Business Environment
MGMT 449

[Add A Course](#)

Projects

 **Student-Professor Research Project**
Marketing Researcher
Feb 2017 - May 2017

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.



Student - Career Associates

University of Wisconsin-Eau Claire

Claire

Bachelors

Graduates May 2022

Junior • GPA: 3.8

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.