



YOUR KEY TO SUCCESS: HANDSHAKE

Log In

Visit umw.joinhandshake.com, then select University of Mary Washington Sign-On. Use your UMW NetID and password.

Upload Your Resume

You'll want to have a public resume available in Handshake for employers, so they can consider you as a candidate for openings.

Fill Out Your Profile

This is key. Some of your information will already be in your Handshake profile, but most of it will need to be filled out by you.

Be sure to include a professional headshot!

Check to be sure all pre-loaded information is correct. Pay especially close attention to your major and GPA (if included). If you find an error in any of your profile data, contact the Career Center to correct it.

Connect with the Career Center

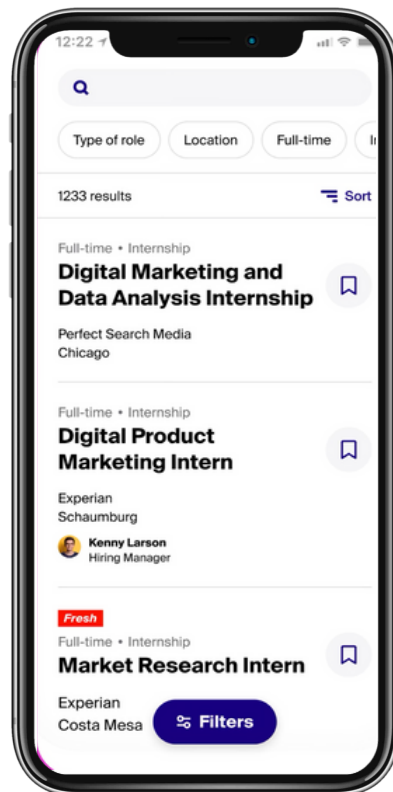
Schedule appointments, interviews, and career fair visits on Handshake. Alumni are welcome also!

Find Your Next Job!

Handshake connects you with internships and jobs from over 550k employers. Update your interests and browse collections of jobs curated for you.

Download the Mobile App

Download the Handshake app and never miss an event or job opening! Scan the QR code below to download.



University of
Mary Washington

Center for Career and Professional Development

University Center, Suite 206
540-654-5646
ccpd@umw.edu
www.umw.edu/careercenter
[@umw_ccpd](https://twitter.com/umw_ccpd)



HANDSHAKE CHECKLIST

HOW TO GET YOUR PROFILE APPLICATION READY

- ☐ Add a clear headshot of your face as your profile picture.
TIPS: Don't wear a hat, sunglasses, or a brightly colored or patterned shirt. Make sure that you are the only person in the picture, and that you are clearly illuminated. Smile!
- ☐ Make sure that your personal information (Major, Graduation Year, GPA) is correct.
- ☐ Write a brief introduction in your "My Journey" section. This can include your career goals!
EXAMPLE: I'm avidly seeking an internship for summer 2023 that will allow me to build upon my prior volunteer experience as a camp counselor to children with autism. I'm a fierce advocate for all individuals with special needs, and particularly for children with autism. After I obtain my BA, I plan to work while further refining my career plans and researching the best graduate programs to meet my goals.
- ☐ Add at least 1-2 job, internship, or volunteer experiences.
- ☐ Add your interests! Recruiters are 5x more likely to contact you if you have your interests updated.
- ☐ Upload your updated resume and cover letter.
- ☐ Optional: Add a project, presentation, publication, or award you received to the "Projects" section.
- ☐ Come to the Career Center and have a Career Coach or Peer Career Consultant review your profile!