



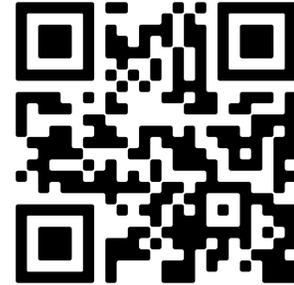
Handshake 101

Handshake is Bethel's premier career management and job search platform. This guide will assist you in activating your account, setting up an appointment, or navigating the tools that Handshake has available for you.

How do I access Handshake?

Step 1: Activate your account:

- Go to <https://bethel.joinhandshake.com/edu>
- Click the blue "Login" icon under Bethel University
- Activate your account using your Bethel email login info.
- Download the Handshake app on your mobile device through this QR code for quick access to everything Handshake has to offer!



Alumni may sign up for an account. Find out [here](#).

Resources:

- [Getting Started with Handshake](#)
- [Handshake Resources and Contacting Support](#)
- [Navigating the Student Homepage](#)

Step 2: Upload your resume:

- Uploading your resume makes creating and building out your profile easier!
- Review the [How to Build Profile from Resume](#) to add your resume to your account.

Step 3: Fill out your profile:

- Complete all sections of the profile. The three most important sections are:
 - Job type: Do you want an internship, part-time job, or full-time job?
 - Location: What city do you want to work in?
 - Job roles: Select the type of jobs you want.

Resources:

- [How to Edit Bio/My Journey on Profile](#)
- [Update Personal Information on Your Profile](#)
- [The Skills that Really Matter on Your Handshake Profile](#)

Step 4: Explore Handshake

- Handshake has many tools and resources at your disposal. Here are some things you can explore to optimize your Handshake experience:
 - [Update Your Career Interests](#)
 - [Following an Employer on Handshake](#)
 - [How to Use Messages in Handshake](#)
 - [Responding to an Employer Message](#)
 - [Discover Events & Fairs](#)
 - [Searching for Jobs & Internships](#)
 - [Apply for a Job](#)

Have any other questions? Feel free to visit the [Students & Alumni Help Page](#) or reach out to the Office of Career Development and Calling at career-development@bethel.edu