# Handshake Resume Assignment Instructions

For this assignment, you will be creating a resume and uploading it to Handshake for feedback from the Center for Career Development and Internships (CDI).

STEP 1. Review our online resources, including our Resume Guide and samples. These will help you write a resume that's professional and easy for hiring managers and applicant tracking systems (ATS) to read. We recommend avoiding resume templates and instead starting with a blank Word or Google doc and using a simple format/design. If you need help formatting your resume, please use this document as a reference. If you already have a resume, update it as needed before uploading it to Handshake.

**STEP 2.** Log in to Handshake: www.winthrop.edu/cdi/handshake.aspx

STEP 3. Click on your account icon in the upper-right corner of Handshake, then click My Documents from the dropdown.
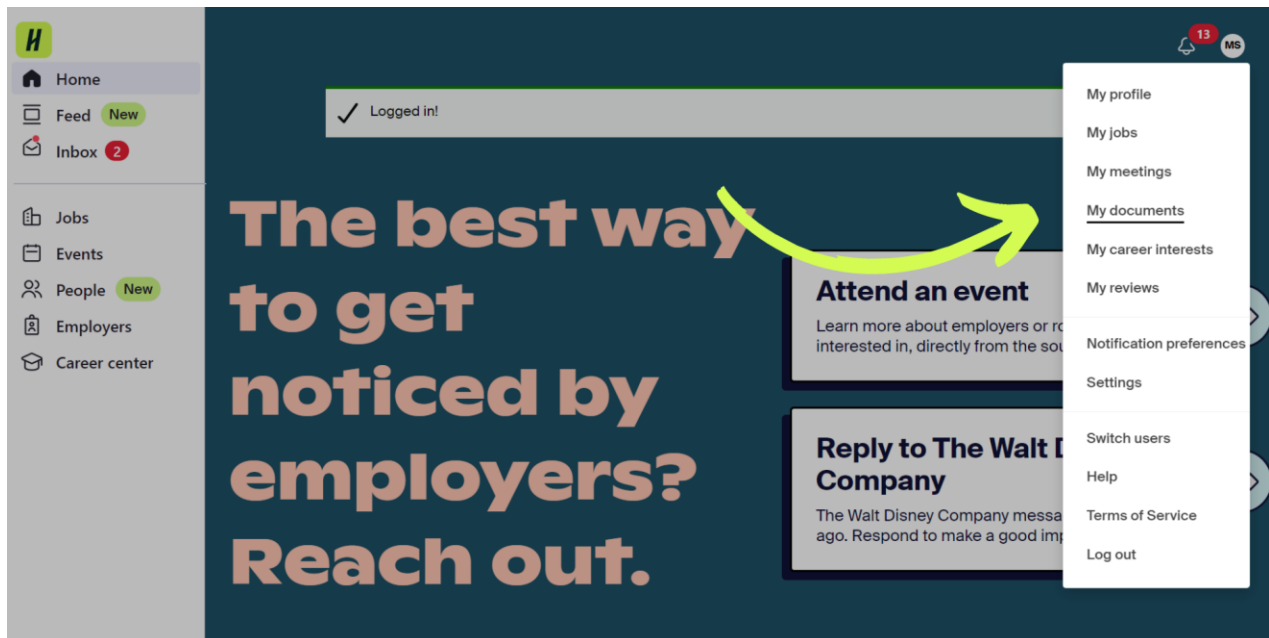
STEP 4. Upload your document as a PDF, DOC, or DOCX file type. For Document Name, use the standard naming convention: **course number-section-semester**. Example: BADM180-004-Fall2025.pdf. For Document Type, select Resume.
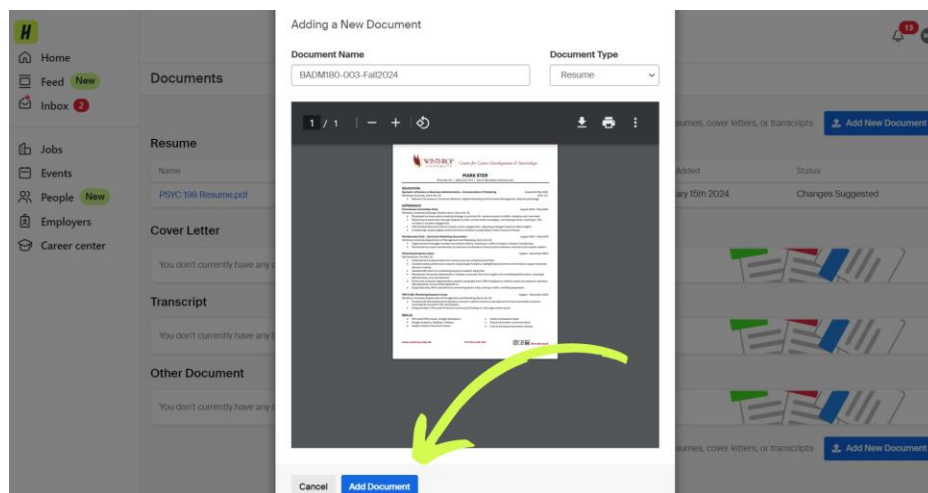
STEP 5. Once uploaded, your document will be placed in a queue for review by the Center for Career Development and Internships. The CDI staff will provide written feedback within the assignment timeline. To review the feedback, go to the <u>My Documents</u> area in Handshake and click on the document to view feedback. Feedback will be listed under <u>Activity and Comments</u>.
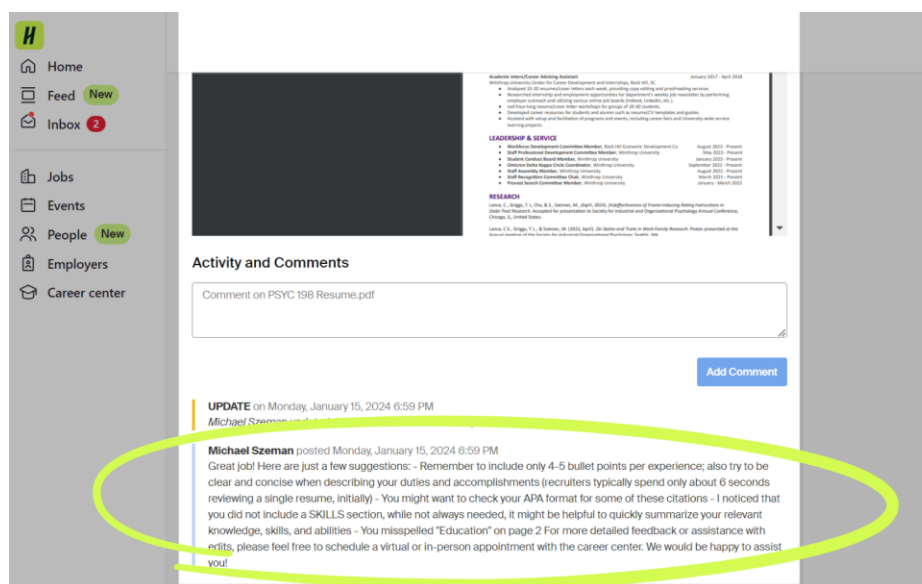
For more detailed feedback or assistance with edits, schedule a virtual or in-person 1:1 appointment with the CDI in <u>Handshake</u> (Handshake > Career Center > Appointments).