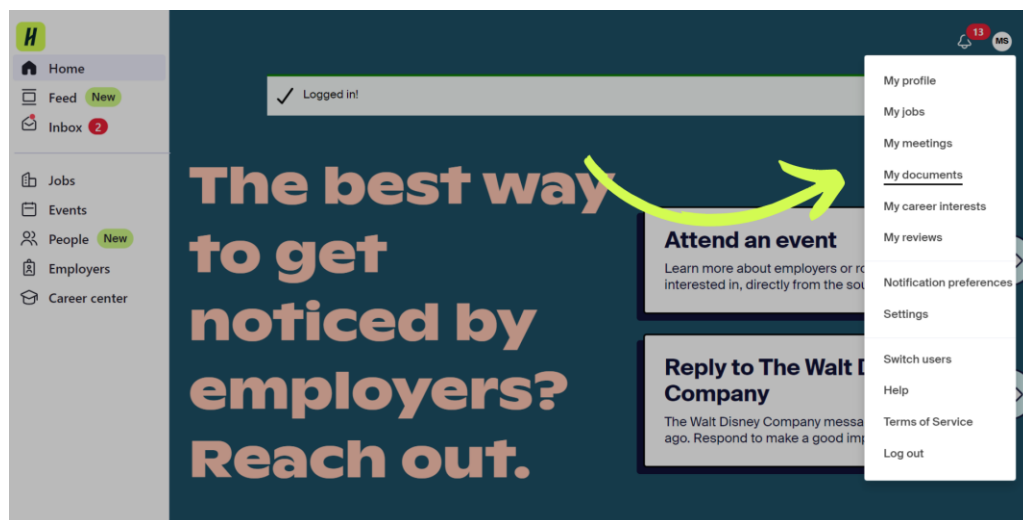# Handshake Resume Assignment Instructions

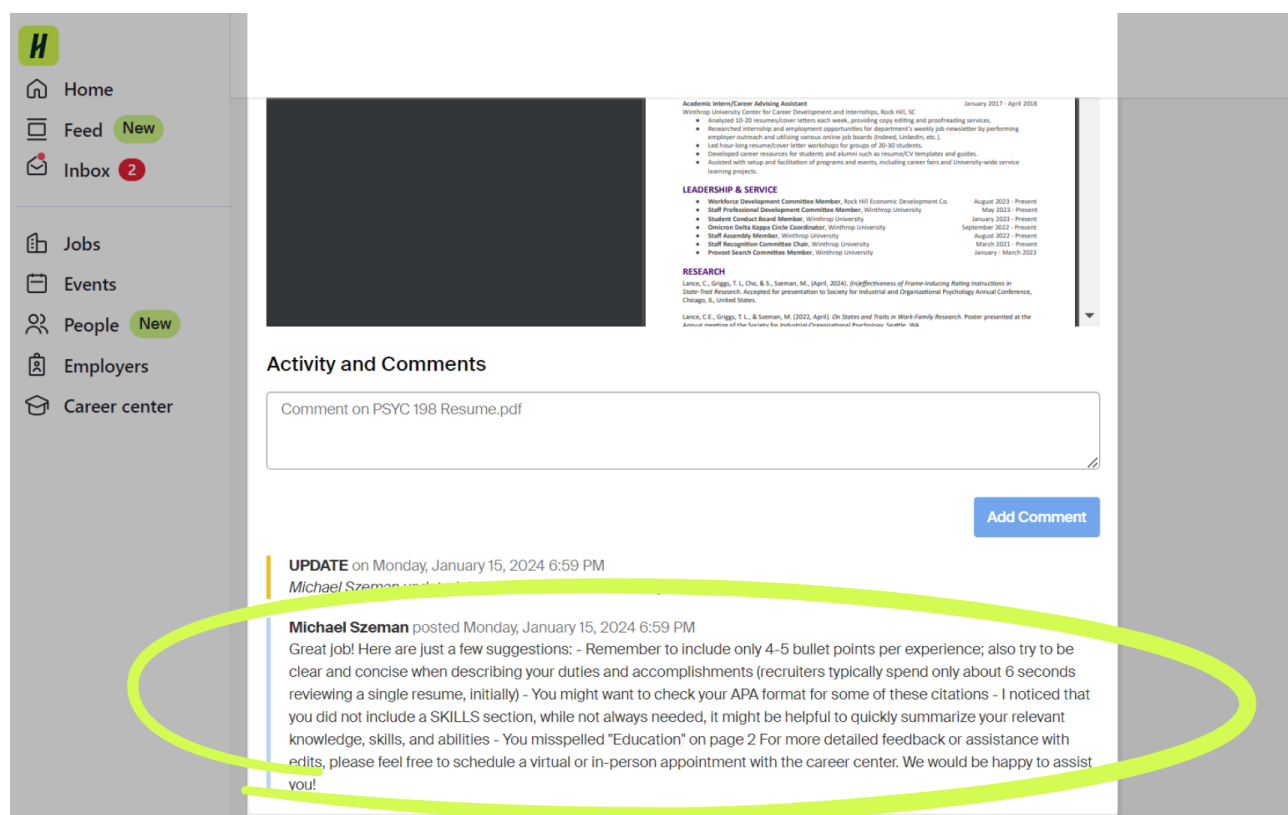**Step 1.** Log in to Handshake: www.winthrop.edu/cdi/handshake.aspx

Step 2. Click on your account icon in the upper-right corner of Handshake, then click <u>My Documents</u> from the dropdown.

Step 3. Upload your document as a PDF, DOC, or DOCX file type. For Document Name, use the standard naming convention: course number-section-semester. Example: BADM180-003-Fall2024. For Document Type, select Resume.
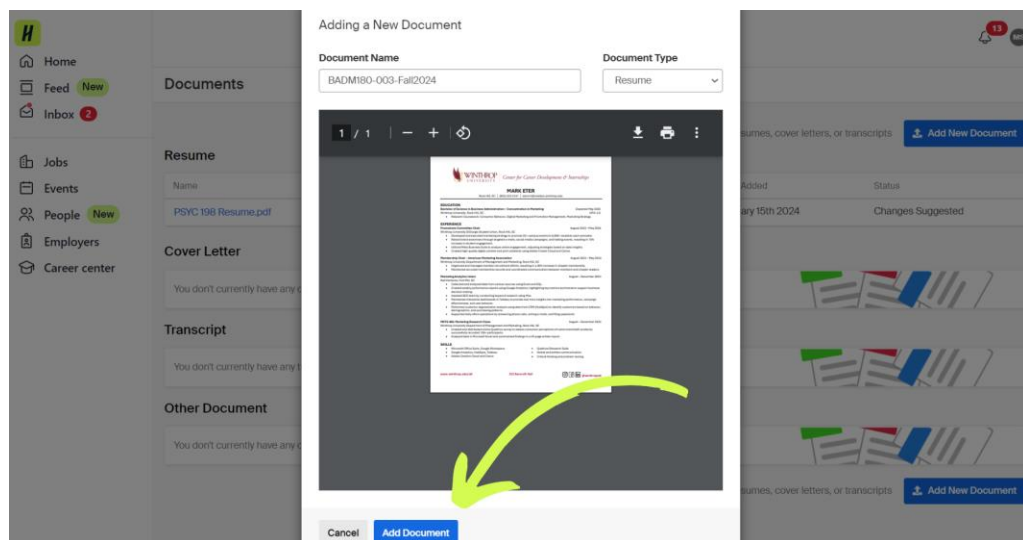
Step 4. Once uploaded, your document will be placed in a queue for review by the Center for Career Development and Internships. The CDI staff will provide written feedback on your resume within one week. To review the feedback, go to the <u>My Documents</u> area in Handshake and select the document that you uploaded. 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 Handshake (Handshake > Career Center > Appointments).