HANDSHAKE HOW TO:
HOW TO UPLOAD YOUR RESUME

Handshake   To access Handshake, click on the Handshake icon in your MyBSU or MyNTC account, select the student access button and enter your StarID and password.

Make the best first impression! By uploading your resume, you'll receive a resume critique from Career Advancement.

1. Click your account icon in the upper-right corner of the screen

Click **Post a Job** from your home dashboard, or click **Jobs** from the left navigation bar to access the Jobs page, then click the blue button **Create Job** in the upper-right corner of the page.

2. Select My Documents

My Profile

My Jobs

My Interviews
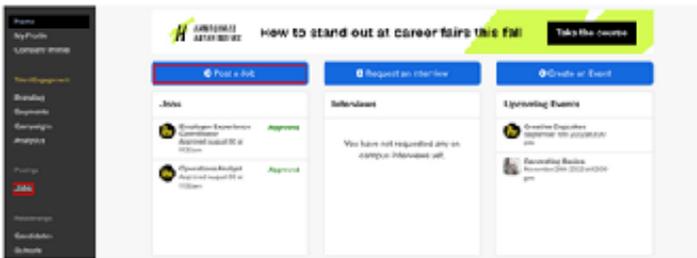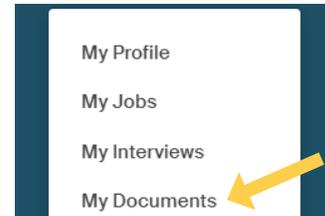
My Documents

3. Select Add New Document
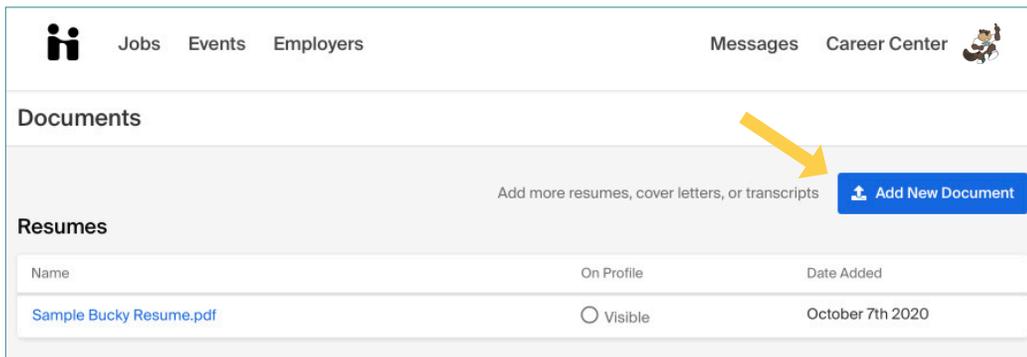
💡 TIP: This will also be how you upload new and updated documents such as a cover letter, transcript, letters of recommendation, licensures, or other documents an employer may ask for.

4. Build your Resume

When you upload your resume, you can easily complete your online profile. Click the "Build Profile from Resume"

💡 TIP: Students with complete and public profiles are viewed by employers three times more frequently. Visit our website for more tips!

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