

## Preparing and Uploading your 2021 Career Day documents

You will do this in TWO places: One on the Academics server (like previous years); the other into Handshake.

### **HANDSHAKE (Upload Deadline: 2/12/21)**

Once you've up your [profile](#), you should be able to upload all documents (.doc or .pdf) into Handshake.

Here is an [article](#) and a [video](#) for you on how to upload. One thing to note, even if you have multiple documents, only one can be "[featured](#)" or [visible](#) on the your profiles at a time. As such, I recommend that you combine your PDF documents (resume, letter (if using), work samples or portfolio) into a single PDF.

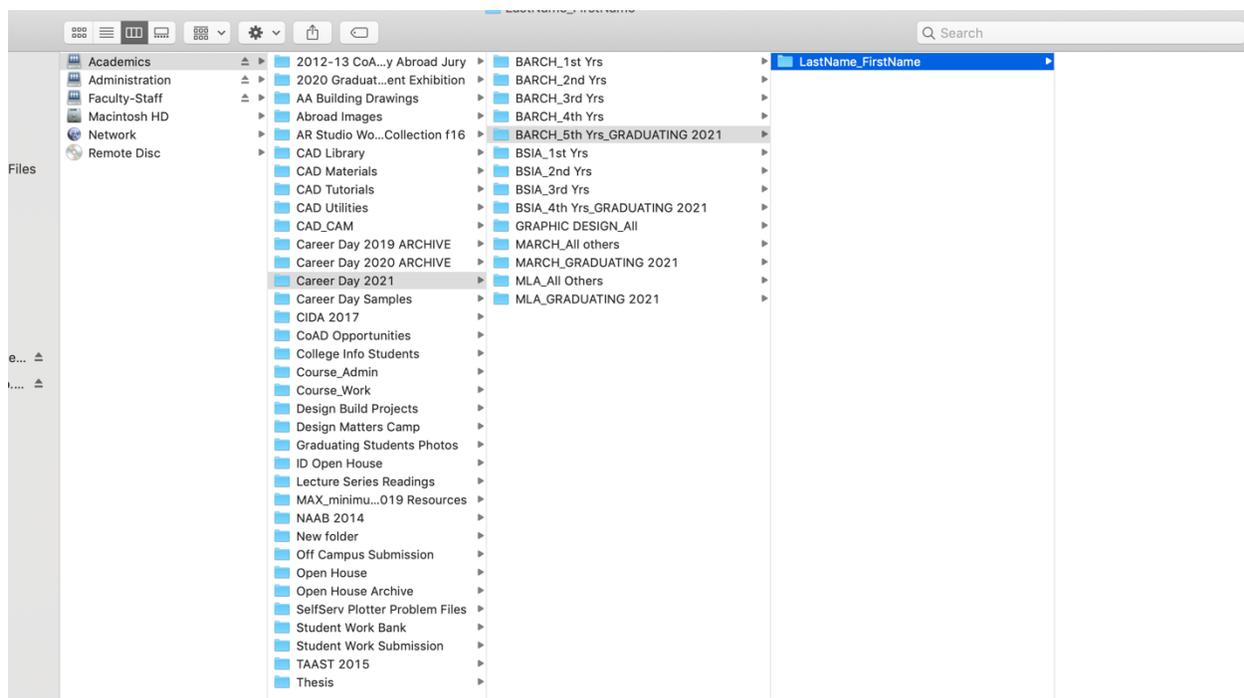
**NOTE: document uploads have a max of 20 MB.**

When you sign up for an interview slot, employers will be able to view your profile, see your documents, and be prepared for your conversation.

**Student registration for Career Day will open on February 12<sup>th</sup> at 8 AM.** Please have your profile ready to go by time you register.

### **ACADEMICS SERVER (Upload Deadline, 2/12/21, 9 AM)**

Employers like to view student resumes and work samples in advance of Career Day. They often will use these documents to actually reach out to YOU and invite you to interview with them. As such, I ALSO want you to upload your documents here. Please select your program/cohort and then make a folder for yourself, "lastname\_firstname" (e.g. Beckman\_Julie).



Into your newly named folder, please upload your PDF documents SEPERATELY, as opposed to the recommendation above for Handshake (PDF for resume, PDF for design sheets, PDF for letter (if applicable)). I will compile all of your cohort's resumes into one combined PDF and will share that with the employers.

**Naming your files:**

Lastname\_Firstname\_PROGRAM\_Year#\_resume.PDF  
Lastname\_Firstname\_PROGRAM\_Year#\_designsheets.PDF  
Lastname\_Firstname\_PROGRAM\_Year#\_coverletter.PDF

*Examples:*

*Beckman\_Julie\_BARCH\_5\_resume.PDF*

*See image below from last year*



**UPLOAD DEADLINE: FEBRUARY 12, 9 AM**

Please have your documents uploaded to the server by February 12<sup>th</sup> at 9 AM. I will be compiling files and sending share link to employers that evening by 5 PM.

Reach out with any questions...