

Directions for uploading your resume into Handshake:

1. Log in to your Handshake account by visiting this URL or scanning the QR code below:
<https://citadel.joinhandshake.com/>



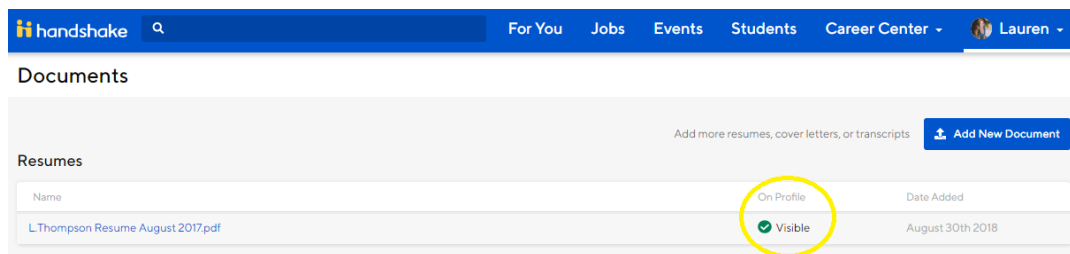
2. Click your name near the upper right corner
 - a. Select “Documents” from the drop down menu
3. Upload resume document from your computer
4. Select “Resume” as the document type and “Add Document”:

Adding a New Document

Document Name:

Document Type:

5. Select your resume to be “visible” in order for employers to view your resume:



6. Go to your Handshake homepage, and make sure your profile is public:

