

Upload your Resume in Handshake

1. In the very top right, corner click your encircled initials (or photo)
2. On the drop down menu, select “Documents”
3. Click the **blue** [Select from Computer] button located at the bottom, middle section of your screen
4. Select the document you would like to upload
5. Optional: In the left box, rename your document
6. In the right box, select the Document Type
7. Click the **blue** [Add Document] button

For a Handshake article with screenshots:

<https://support.joinhandshake.com/hc/en-us/articles/218692648-How-to-Upload-a-New-Document>

For a video on uploading your Resume:

<https://support.joinhandshake.com/hc/en-us/articles/219426647-Video-How-to-Upload-a-Document>