# How to Access and Create a Student or New Grad Resume Through Handshake

There are many templates available on the internet, through Handsahke and MS Word that you can use to create your resume. This tutorial incluses step by step instructions on how to create a resume through **Handshake**.

How to create and download a resume template in Handshake:

1. After logging into **Handshake**, click on **Career Center** and then **Resources** as shown below:
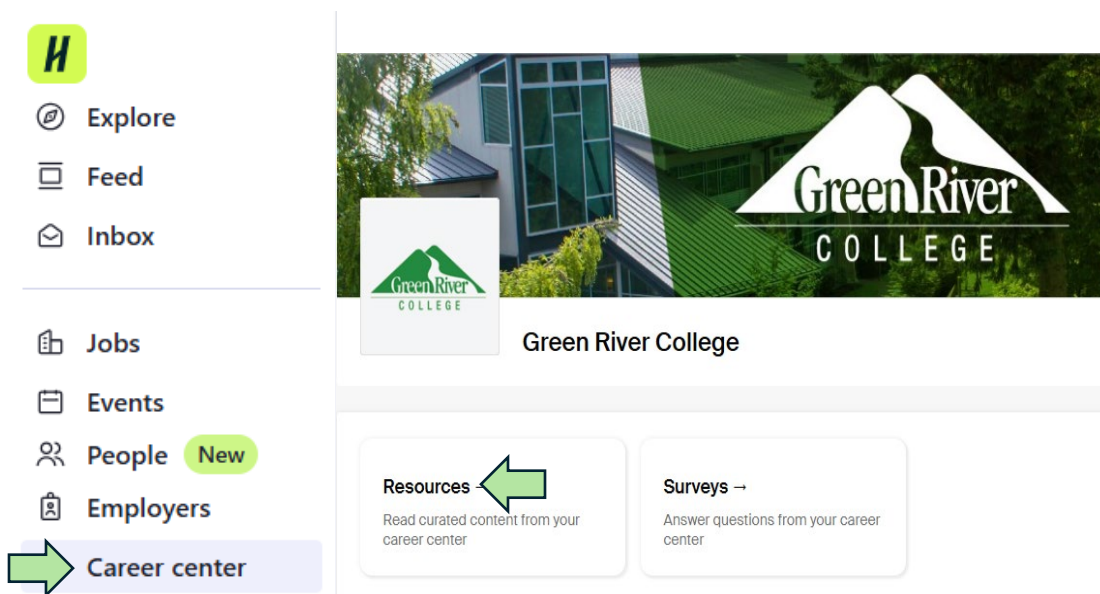
**2.** When this page pop up, click on Resume Template Resources:

3. Resume template resources on Handshake will give you options to build resumes via other resources inlcuding: Career Planner, Indeed.com, and Linedin.com. To create a resume using the Handshake temlate, click on the https://joinhandshake.com/blog/students/free-resume-template-for-students-and-new-grads/ shown on the page.
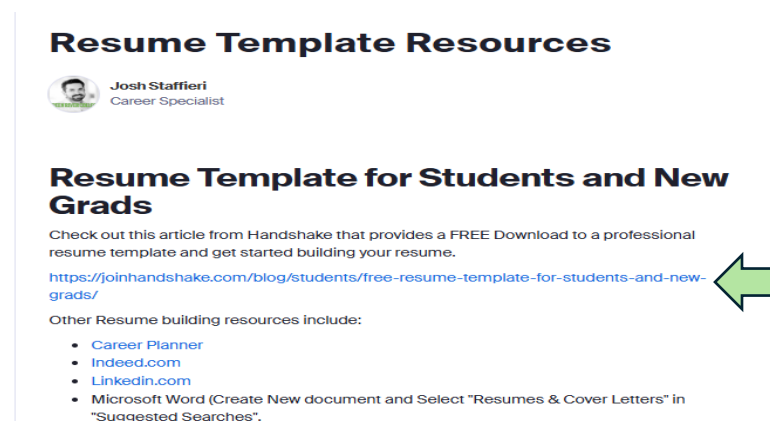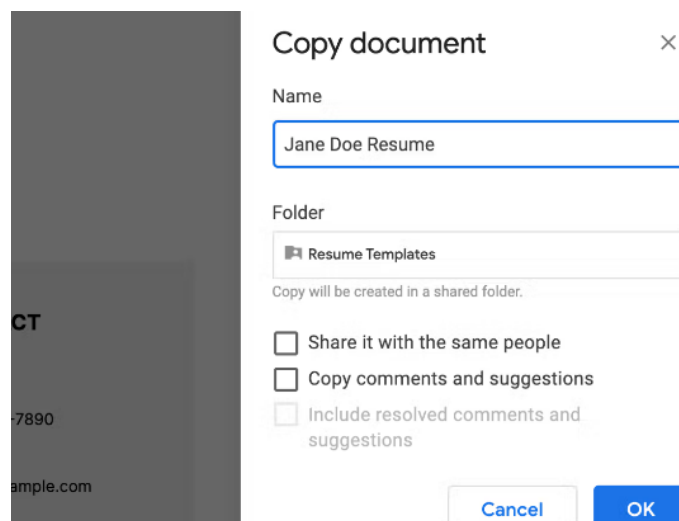
4. After clicking to above link, the **Free resume template for students and new grads** page will be shown, click on **resume template document** and to download this template:

- Click **File** in the upper left-hand corner.
- You can **make a copy** in Google docs or **download** as a word document.
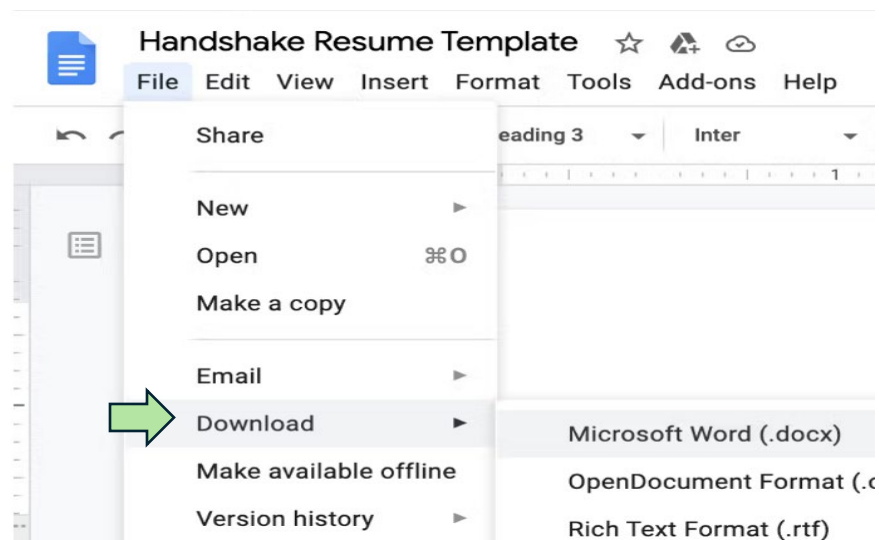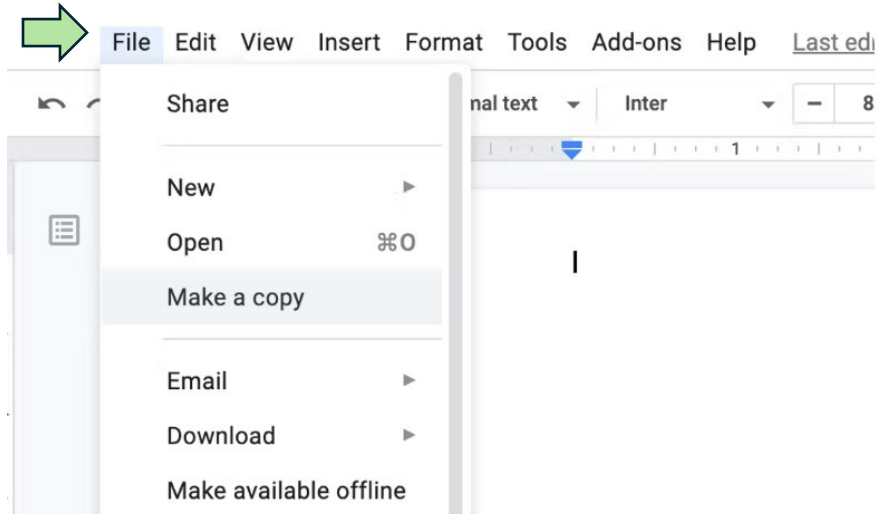
(If you made a copy,

create a name for it

and click **OK.)**

Step by step guide for organizing and completing your resume template:

FIRST LASTNAME

CONTACT

Phone
(123) 456-7890

Email
name@example.com

Location
City, State

Website
website.com

SUMMARY

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EDUCATION

Degree
School, Location • Month 20XX – Month 20XX

Degree
School, Location • Month 20XX – Month 20XX

EXPERIENCE

Job Title
Company, Location • Month 20XX – Present
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Job Title
Company, Location • Month 20XX – Month 20XX
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Job Title
Company, Location • Month 20XX – Month 20XX
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SKILLS

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- Consectetur adipiscing
- Elit aenean ac
- Interdum nisi.
- Sed in consequat mi
- Imperdiet proin fermentum

1. Contact Information: go to the contact information at the (top left) After you entered your **first** and **last name** at the at the very top, where it says **FIRST LAST NAME,** fill in:

- **Phone number**
- **Email address**
- **City and State**
- **Website/LinkedIn (**if you have it-optional**)**

CONTACT

Phone
(123) 456-7890

Email
name@example.com

Location
City, State

Website
website.com

2. Summary(optional): write 2-3 sentences about yourself that outline your relevant skills, experience, name of the job plus why you are applying for. Think it as a short "highlight reel" that will capture the employer's attention and explain why you are the right candidate for the role.

- **Who you are (**ex: Business Management Student at Green River College**)**
- **What Skills and experience You Bring (**ex: data analysis, MC Office, multilingual, leadership**)**
- **The reason you are interested to apply for this job**

SUMMARY
—

Motivated business management student with experience in data analysis and talent development. Skilled in project coordination and fluent in three languages. Seeking to contribute to an organization focused on learning, growth, and community impact.

This is an example of how to write a summary, you should write your summary according to your skills, experiences, field, and goals.

3. Education (top right side): always start with your most recent or current education and list older ones below, include:
- **Degree** (Associate, Bachelor, High School Diploma, etc.)
- **School Name**
- **Location**
- **Start and Graduation Date (**write expected if you haven't graduated yet**)**
- You can also list **academic honors** or **awards**, and **courses** you've taken, or **major projects** completed that are relevant to the job.
  here is an example for how to fill out your education:

4. Experience: this is where you tell employers about the work, internships, volunteer roles, and projects you have done. If you do not have job experience you can add your community experience like school. You can add as many experiences as you have.

This is the structure for each experience:

- **Job Title/ Role**-This goes first
- **Organization/Company Name**-Second line
- **Location**-City, state (or remote if you worked online)
- **Dates**-Month Year
- **Under that,** 3-4 bullet points describing:
  - What you did
  - What you achieved
  - What skills you used

EXPERIENCE

Job Title
Learning and Talent Development Intern

Save the Children | Auburn, WA
Jan 2024 – Apr 2024
- **Supported** the development of training programs for new staff
- **Coordinated** learning materials and tracked training attendance and progress
- **Assisted** with onboarding processes to help hires transition smoothly
- **Organized** virtual training sessions and provided technical support

Notice:

- Use reverse chronological order-**Most recent first.**
- **If you don't have a lot of previous work or internship experience**, emphasize your community experience like your involvement with clubs and organizations, volunteering opportunities, and other ways you've taken on leadership positions. Always use bullet points starting with action verbs.
- Use **numbers** or **results** when you can (example: led a team of 10 students, helped 30+ clients, etc.).
- Review the job description for the position you are applying for and tailor your job history highlighting any work you have done which matches or enhances the type of duties and responsibilities listed in the job you are applying for.
- Make it **easy** to read.

5. Skill: The skills section is where you show employers what tools and abilities you can bring to the job. You can add as many relevant skills as possible and personal strengths that would help you do the job well

Tips:

- Add skills that matches the job discerption
- Mix your Hard Skills (technical knowledge that you gained through work experience) and Soft Skills (personal strengths and abilities)
- Use bullet points or clean list

Congratulations! You have created your resume. Make sure to review for spelling, punctuation, accuracy, and consistency before saving and uploading to **Handshake**.