**Assignment: Create/Update Resume & Upload to Handshake**

**WSUE 102C**

**Community Connection: Teamwork Makes the Dream Work**

**Part 1 - Create/Update Resume:** Using the guidance provided by Career Development, update and upload your resume to Blackboard.  Keep the following elements in mind:

* **Required:**
	+ Contact Information
	+ Education
	+ Experience
	+ Skills & Certifications
	+ Activities
	+ Awards & Honors
* **Optional:**
	+ Summary
	+ Relevant Coursework
	+ Relevant Projects
	+ Volunteer Experience

\*Note: You might want to refer to Career Development's [resume page](https://www.wichita.edu/student_life/careerdevelopment/CareerManagement/resume_samples.php) for templates and examples.

**Part 2 - Update Handshake Profile and Upload Resume:**

1. Visit Career Development's [Handshake webpage](https://www.wichita.edu/student_life/careerdevelopment/handshake.php%20).
2. Click on "Visit Handshake"
3. Log in using your MyWSU ID and password.
4. Update your profile, and upload your resume.
5. Take a screen shot of your updated profile page, and paste it in a Word Document.
6. Take a screen shot showing that your resume is uploaded in Handshake, and paste it to the same Word Document.
7. Submit the resulting document to complete this assignment.