Get Ready for the Virtual Career Fair AND Enter to Win CSB Swag!

**Step 1: Register for the Virtual Career and Internship Fair**
Log into Handshake using the Google Chrome Browser and navigate to the events tab on the top left of the homepage to find and register for the Virtual Career and Internship Fair on September 22, 2021.

**Step 2: Complete Your Handshake Profile**
In Handshake, every student profile has a "Profile Level" bar or what we call a Profile Completion bar!

You can drive up your profile completion thus making your profile more appealing to employers by filling out all the different areas of your profile! Here are the steps you can take to drive that Profile Level up to green!

1. **UPLOAD YOUR RESUME (PDF)**
2. Fill out your Education Section! Click the pencil next to your name and make sure you have your Major and Start/End Dates filled out.
3. Fill out your Work Experience, make sure your Work Experience has a Job title, Employer, Time Period and Location.
4. Add an Organization and Extracurricular Activities.
5. Add multiple skills, documents, courses, projects.
6. Add a profile picture.

The progress bar will hit 100% only when you complete every section on your profile including a short bio, documents, projects, and social links.
Step 3: Change Your Student Profile Privacy Setting

1. In Handshake, click your account icon (your photo) in the upper-right corner of the screen, then click **Settings and Privacy**.

2. You can then set your visibility preferences for both employers as well as other students at your campus.

   *Please note to participate in a virtual career fair on Handshake you must change your visibility to community*

![Privacy settings](image)

Step 4: Email csbspd@uncw.edu

Once you have completed steps 1 and 2, send an email to csbspd@uncw.edu. The subject should say "Swag Give Away", and the message body should say "career fair ready".