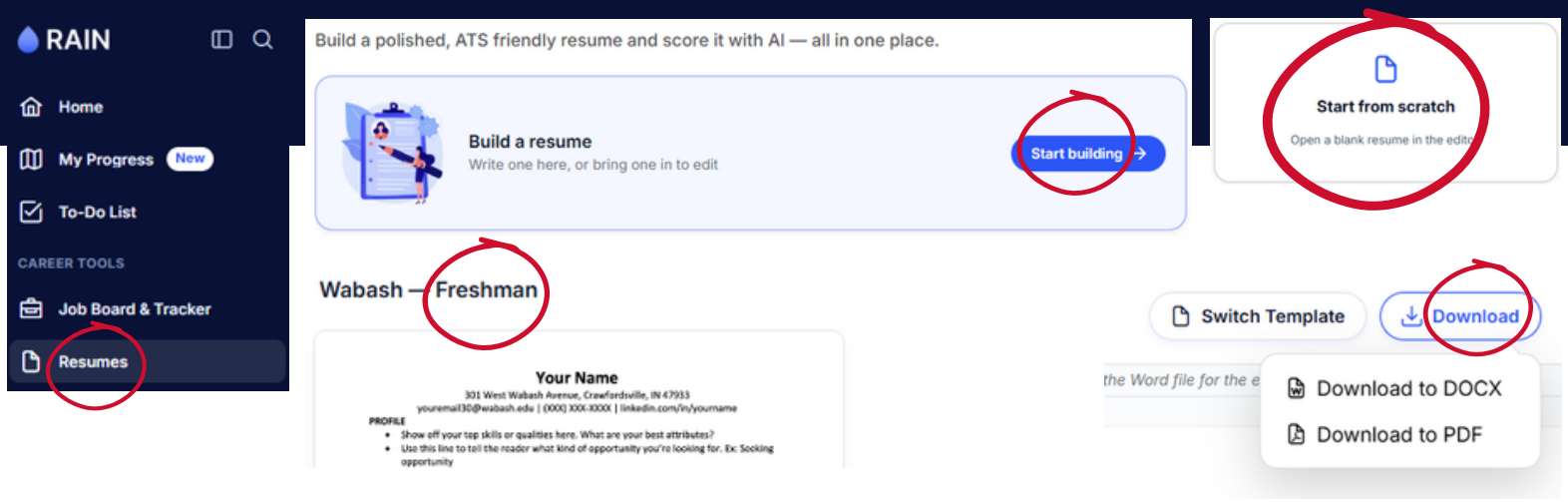
PROFESSIONAL DEVELOPMENT

Welcome to Wabash.

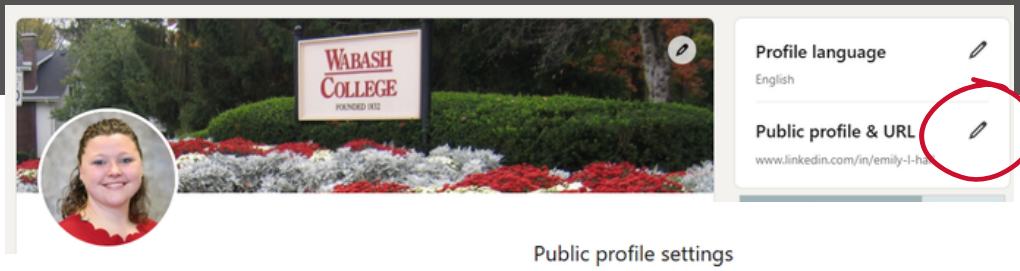
RAIN *an AI-native resume tool*

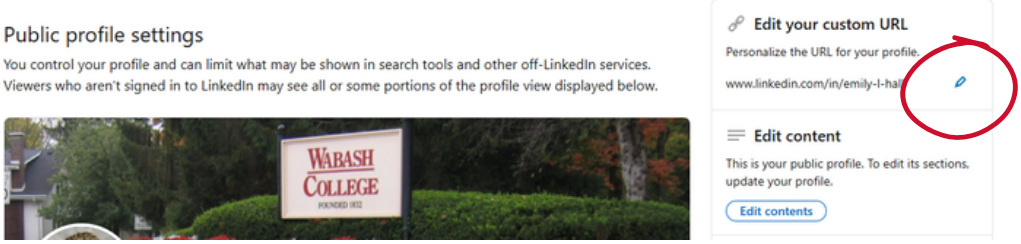
- Login at https://www.raincareers.com/ with your Wabash email and password.
- Choose Resumes> Start Building > Start from Scratch > School > Wabash-Freshman.
- Fill in as much as you can with your paid (Professional) and unpaid (Extracurricular) experiences.
- Rain will save your resume in the system, but you should also download a copy to your computer.
- Download as a Word (DOCX) file to make final edits. Keep this file for making future updates.
- When you're 100% happy with it, saving as a PDF ensures all of your formatting stays in place.
- Upload the PDF to Handshake by going to your initials in the circle> My Documents. Make the file name "First Name Last Name Season Year".



LinkedIn *world's largest professional networking platform*

- Create an account at www.linkedin.com using your Wabash email.
- After making the account, click Public profile & URL pen> Edit your custom URL pen>edit the URL to remove all the random numbers> Save.
- Copy the new URL to use on your resume in Rain.



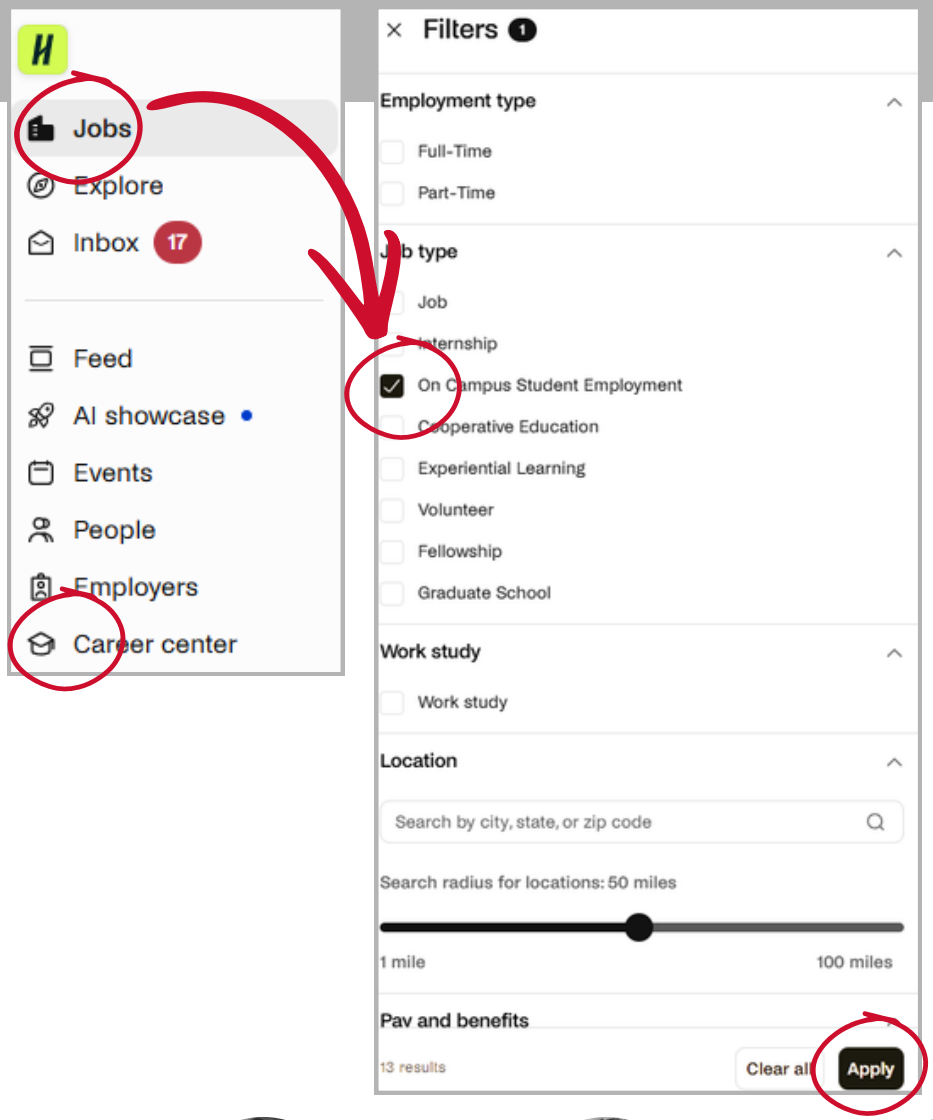


PROFESSIONAL DEVELOPMENT

Welcome to Wabash.

Handshake *connect to career staff and on-campus employment*

- Login at https://wabash.joinhandshake.com/ with your Wabash email and password.
- On-campus job search: Jobs> Filters> Check On-Campus Student Employment> Click Apply
- Any open positions will be posted in Handshake. Many positions will begin accepting applications July 1st.
- Every position will require a resume to apply. Some could also require a cover letter.
- Questions? Email career@wabash.edu or make an appointment through Handshake.
- Appointments: Career Center >Appointments> Schedule A New Appointment.



Who can work?
All students are eligible to work on-campus. Domestic students can earn up to $3,000 in an academic year, and international students can earn up to $4,500 in an academic year.

Is there paperwork?
Yes, paperwork must be completed with the Business Office before beginning any on-campus position.

Do you pay taxes?
Federal, state, and county taxes will be withheld from earnings in accordance with federal tax regulations.



Cassie Hagan
Director



Emily Hall
Assoc. Director



Jake Riley '20
Career Advisor



Karlie Hall
Recruitment Asst.