

OVERVIEW OF HANDSHAKE SIDEKICK



Sidekick is an interactive, AI-powered conversational tool accessible directly within the Handshake platform. It is designed to help students quickly transform an existing resume into a recruiter-ready document by highlighting relevant skills, cleaning up the structure, and optimizing it for employer screenings to land more interviews.

Simply put, Sidekick is a free resume optimizer available to all UCR Handshake users. Check out [this Handshake link](#) or scan the QR code for more details. Remember, this is a new tool! It is not perfect and has some short comings.

WHO IS THIS FOR?

Sidekick is tailored specifically for students and early-career job seekers who:

- Have an existing resume but feel it isn't ready for job applications.
- Struggle with how to effectively describe their experiences and skills.
- Want a stronger, impact-focused resume that can be utilized across multiple job, internship, or fellowship applications.

HOW IT WORKS

- **Upload Your Current Resume:** You can upload a fresh resume from your computer or just pick one you've already saved in your Handshake "Documents" tab. *Just make sure the file is under 1MB and in a standard format like a PDF or Word document (.doc or .docx).*
- **Get Instant Upgrades:** Once you submit your draft, Sidekick scans it and automatically generates an upgraded version. It cleans up your phrasing, fixes formatting issues, and sharpens your wording immediately.
- **Chat to Tweak It:** You can literally have a conversation with the AI assistant to refine your resume. You can use ready-made prompt buttons to help guide the chat, or type out exactly what you want changed in your own words.

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OVERVIEW AND TIPS



- **Target Specific Jobs:** You can tell Sidekick to tailor your resume for specific positions. For example, you can say, "Optimize this for a software engineering internship" or "Help me stand out for a lab assistant role," and it will reword things to highlight the most relevant skills.
- **You're the Boss:** You and Sidekick work as a team. You can keep pushing for changes by giving it feedback or throwing out follow-up commands like, "Make this bullet point sound more results-oriented" or "Help me shorten my club president section." If you don't like a change it suggests, you can just tell it to change it back.
- **Save and Apply Instantly:** Once you're completely happy with how it looks, you can download your brand-new resume or save it to your Handshake Documents. That way, it's ready to go the next time you find an awesome job on the platform and hit "Apply."

BEST PRACTICES & SOME LIMITATIONS

- **You Stay in Control:** Sidekick will not apply to jobs on your behalf, nor does it guarantee an interview or job offer. Employers still make all final hiring decisions.
- **Accuracy and Tone:** Because AI suggestions can occasionally sound repetitive or not quite fit your personal voice, you are fully responsible for reviewing and editing the document before submitting it.
- **Be Honest:** Handshake advises students to remain accurate and truthful—never ask Sidekick to invent degrees, skills, or experiences you do not possess.
- **Privacy:** To ensure your data remains secure, avoid sharing highly sensitive personal information (such as passwords, government ID numbers, or medical history) in the resume text or chat box. Handshake's third-party AI contracts explicitly prohibit using your redacted data to train their external models.

