



## LinkedIn Profile

### *How to get started...*

- 1) **Go** to LinkedIn at [www.linkedin.com](http://www.linkedin.com) and sign up in the “Join LinkedIn Today” box.
- 2) **Confirm** your account through your email address.
- 3) Edit your **profile**
- 4) Edit your **qualifications** by adding your current, past employment, and degrees earned.
- 5) Add:  
**Summary** (look up LinkedIn summary examples)  
**Specialties/Skills**  
**Connections**  
**Websites**

- 6) Get Recommendations
- 7) Follow companies to learn about job openings and industry information.
- 8) **Join** some groups that interest you!

## Some Tips

- 1) **Complete Your Profile**, the more complete it is, the more jobs LinkedIn will suggest for you
- 2) **Engage with posts and articles** to maintain a visible presence on LinkedIn
- 3) **Your Headline Matters** –it is the first thing someone will see about you!
- 4) **Update Regularly** –that way you increase your commitment with the LinkedIn community
- 5) **Show yourself** –your face is important, it shows who you are and that you are real.
- 6) **Want More?** –make an appointment with Career Development to learn about more features!



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