## Career Services Assignment 1 – LinkedIn Setup

Points possible: 50

Category	Criteria	% of Grade
Completeness	All requirements of the assignment are complete.	100

**Instructions:** Follow the steps below to set up your LinkedIn account and optimize it for success. You can use the *Social Media Checklist* in the Career Services module to keep track of some of the steps you take for this assignment. The video *Setting Up Your Social Media* will help you with some of these steps as well.

- 1. If you do not already have a LinkedIn profile, create one. Make sure the email address you sign up with is professional (i.e. <a href="mailto:tom.sawyer@hotmail.com">tom.sawyer@hotmail.com</a> rather than <a href="mailto:bigdaddy227@hotmail.com">bigdaddy227@hotmail.com</a>)
- 2. Personalize your URL. Read more about it here.
- 3. Make your email address and phone number public to 1<sup>st</sup> level connections.
- 4. Upload a professional headshot.
- 5. Change your profile's background picture. You can find some free resources on Canva.
- 6. Set your headline to "Software Developer".
- 7. Create a summary statement that introduces you, talks about what you do, outlines major accomplishments, and includes something personal.
- 8. Fill out your experience section using 1<sup>st</sup> person to refer to yourself.
- 9. Add your skills and technical skills you will learn in your program of study and then pin JavaScript, ReactJS, and Software Development.
- 10. Add Promineo Tech to your education.
- 11. Fill out any other sections with relevant information.
- 12. Connect to your instructors, classmates, alumni and follow Promineo Tech.
- 13. Read *How to Effectively Use LinkedIn in the Job Search* from the Career Services module.

## Write 3 things you learned from reading How to Effectively Use LinkedIn in the Job Search

Well, for one thing, I didn't know that it was considered acceptable to do step 4: "connect with the 2nd level connections at companies you want to apply to. Include a personalized message when connecting." And that this included 2<sup>nd</sup> level connections in the Tech Industry. It is encouraging knowing that that is acceptable.

This was good to hear: "Connect with people you meet at events." I am hoping to start going to C++ and Linux Meetups in my area, if possible. It is good to hear that sharing accomplishments and projects is encouraged.

Something else I learned that was new was that you can write "articles" like blog posts about what you are working on. I will almost definitely try this, and am excited to.

## Attach Screenshots of Your Finished LinkedIn Profile Below





