# Career Services Assignment 1 – LinkedIn Setup

**Points possible:** 50

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| **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. [tom.sawyer@hotmail.com](mailto:tom.sawyer@hotmail.com) rather than [bigdaddy227@hotmail.com](mailto:bigdaddy227@hotmail.com))
2. Personalize your URL. Read more about it [here](https://www.linkedin.com/help/linkedin/answer/87/customize-your-public-profile-url?lang=en).
3. Make your email address and phone number public to 1st level connections.
4. Upload a professional headshot.
5. Change your profile’s background picture. You can find some free resources on [Canva](https://www.canva.com/search/templates?q=LinkedIn Banner&category=tACZCu4vaxs&doctype=TAENPj_Jo5k&designSpec=djE6dEFDWkN1NHZheHM6Z2xvYmFsLWxpbmtlZGluLWJhbm5lcg%3D%3D&width=1584&height=396).
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 1st 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*](https://learn.promineotech.com/mod/page/view.php?id=181)from the Career Services module.

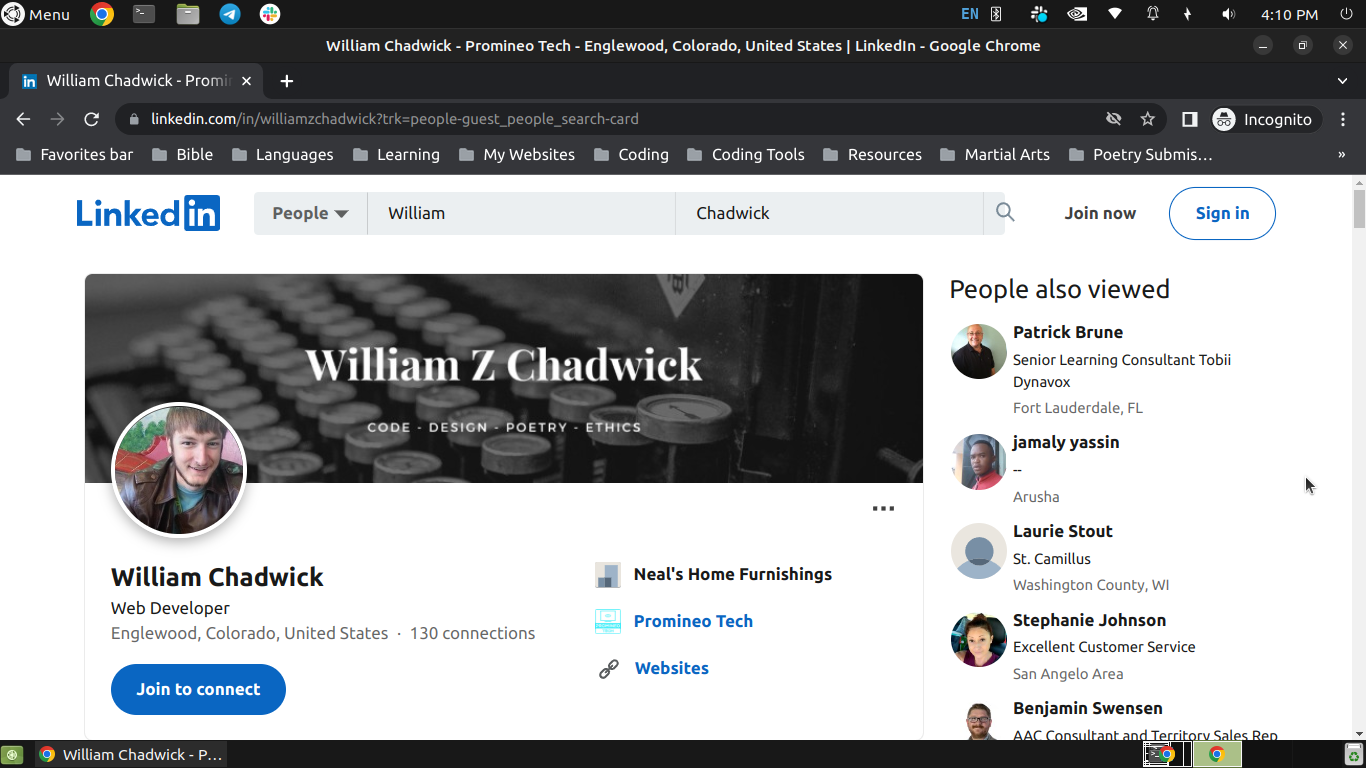
**Write 3 things you learned from reading *How to Effectively Use LinkedIn in the Job Search***

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 2nd 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**

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