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.

* 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))
* Personalize your URL.
* Make your email address and phone number public to 1st level connections.
* Upload a professional headshot.
* Set your headline to “Software Developer”.
* Create a summary statement that introduces you, talks about what you do, outlines major accomplishments, and includes something personal.
* Fill out your experience section using 1st person to refer to yourself.
* Add your skills and technical skills you will learn in your program of study and then pin JavaScript, ReactJS, and Software Development.
* Add Promineo Tech to your education.
* Fill out any other sections with relevant information.
* Connect to your instructors, classmates, alumni and follow Promineo Tech.
* 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***

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I currently do not own a phone right now. When the pandemic hit, I had no need for a personal phone. My family got laid off and some got their hours cut. The casino industry has been laying people off. I have been cutting as much as I can to save money, so please excuse me for not having a phone number for the assignment. I will try to get a phone again next year.

<https://www.linkedin.com/in/ralph-langit/>



1. I learned that there is an "open to work" section where you can "edit job preferences." You can add a title, location, start date, and job types. What's great about it is that you can make yourself available for recruiters to search those who are willing to start working.
2. There is also a "Skills & Enrodsement" where you can reorder your skills within a category or choose up to 3 skills to feature in your top skills. Not only can you put your top 3 skills, but you can also take a skill quiz to show how well you know the subject rather than just boasting about the skill.
3. I noticed that there is a job tab where you can search for your next job. It shows recommendations for jobs as well. The search bar is organized in a similar format as indeed.com where the jobs are listed on the left and the description of the jobs are on the right.