

Career Services Assignment 1 – LinkedIn Setup

Points possible: 50

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

Name: Lisa Smith

My LinkedIn profile: www.linkedin.com/in/lisamaattasmith

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 rather than bigdaddy227@hotmail.com)
2. Personalize your URL. Read more about it [here](#).
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](#).
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](#) from the Career Services module.

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

- *Network, network, network!*
- *Post & reply to other's posts often*
- *Share your process... the good and the bad!*
- *Keep your profile up-to-date — including your contact information and your current skill set and objectives.*
- *Highlight your recent experience!*

Attach Screenshots of Your Finished LinkedIn Profile Below

The image displays three screenshots of a LinkedIn profile for Lisa (Maatta) Smith. The first screenshot shows the profile header with the name, title 'Lead Mentor at Promineo Tech', location 'Nashua, New Hampshire, United States', and a 'Contact info' link. It also shows '117 connections' and buttons for 'Open to', 'Add section', and 'More'. The second screenshot shows the 'About' section, which includes a summary of her career as a life-long learner and contributor, her current role as a Lead Mentor, and her experience with various technologies like Java, JavaScript, and Spring Boot. The third screenshot shows the 'Experience' section, listing her role as 'Lead Mentor' at 'Promineo Tech' from August 2021 to the present, and a previous role as 'Mentor -- Back-End Software Development' from April 2021 to the present.