

Building a LinkedIn Profile

Create profile

- Enter your name, email and a password!
- Then you will be asked a series of quick questions

Let's start with your profile
This will set you up for success on LinkedIn

Are you a student? * Yes No

Job title *

Company *

[Create your profile](#) * Required information

LinkedIn [Sign in](#)
[Forgot password?](#)

Be great at what you do
Get started - it's free.

First name

Last name

Email

Password (6 or more characters)

By clicking Join now, you agree to LinkedIn's [User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#).

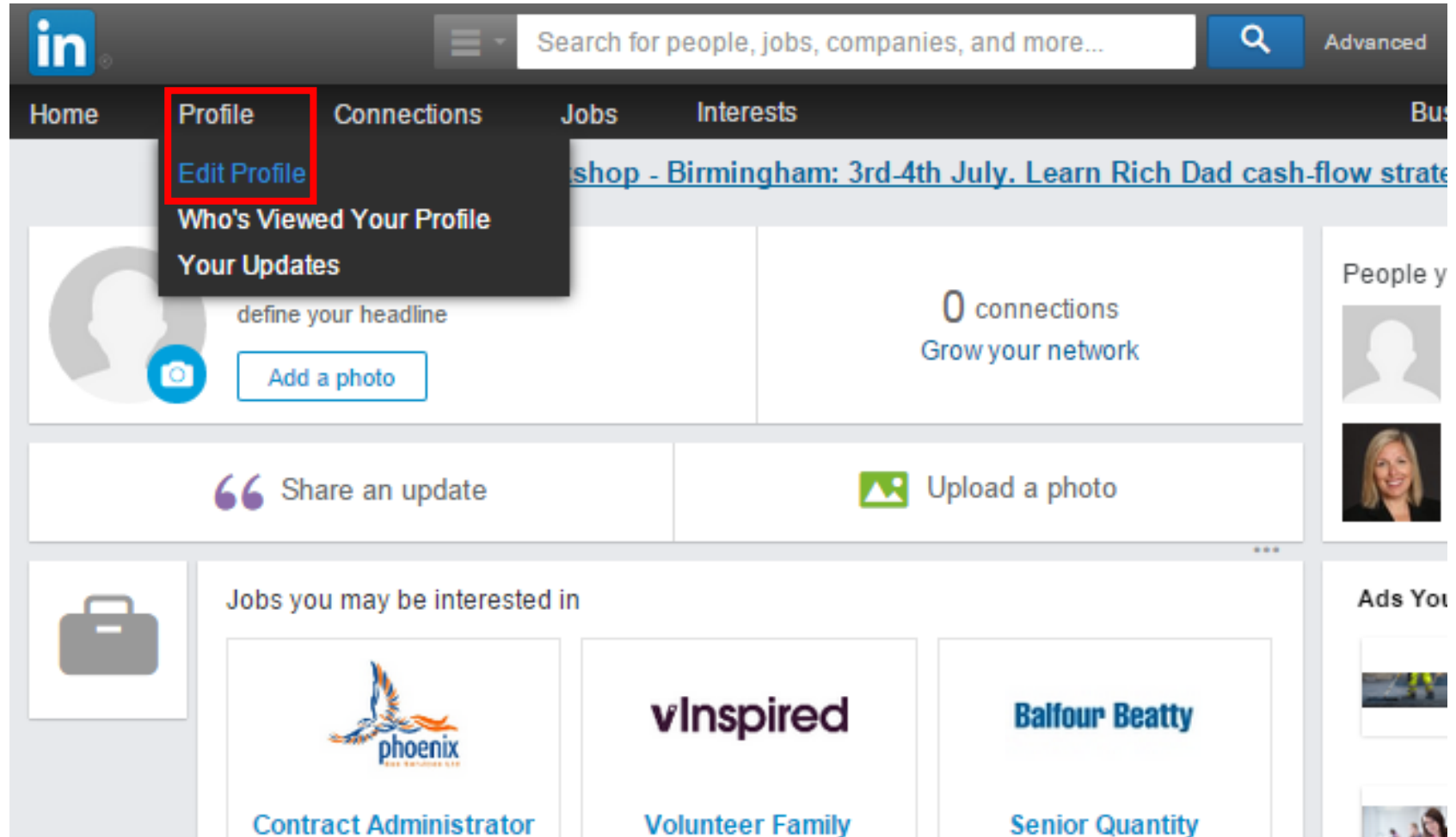
[Join now](#)

Find a colleague:

LinkedIn member directory: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [More](#) | [Browse by country](#)

Edit your profile

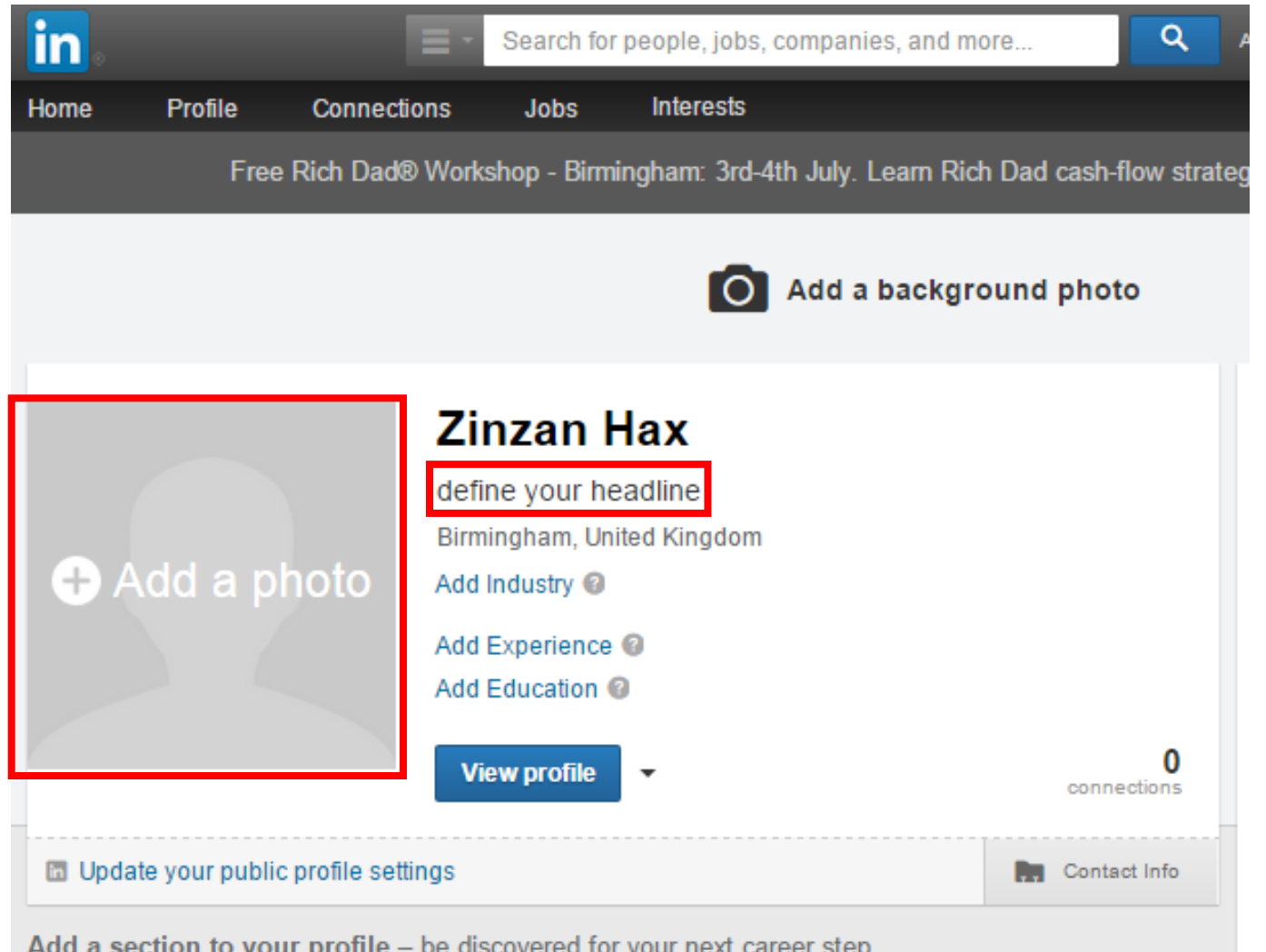
- After you have finished answering the initial questions you will be on your Homepage
- Go to “Profile” and select “Edit Profile”



The screenshot shows the LinkedIn homepage interface. At the top, there is a search bar with the text "Search for people, jobs, companies, and more..." and a search icon. Below the search bar is a navigation bar with the following options: Home, Profile, Connections, Jobs, Interests, and Business. The "Profile" option is highlighted with a red box, and a dropdown menu is open, showing the following options: Edit Profile, Who's Viewed Your Profile, and Your Updates. The "Edit Profile" option is also highlighted with a red box. Below the navigation bar, there is a profile card for a user. The card includes a profile picture placeholder, a headline placeholder "define your headline", and an "Add a photo" button. To the right of the profile card, there is a section for "0 connections" and "Grow your network". Below the profile card, there are two buttons: "Share an update" and "Upload a photo". At the bottom of the page, there is a section for "Jobs you may be interested in" with three job listings: "Contract Administrator" from phoenix, "Volunteer Family" from vInspired, and "Senior Quantity" from Balfour Beatty. On the right side of the page, there are sections for "People you may know" and "Ads you may see".

Picture and Heading


- Click on the grey profile box and upload a picture. We recommend using your ACT photo.
- Use your headline to describe your interests or aspirations!
- For example:
 - Gadget Lover and Aspiring Engineer
 - Difference Maker
 - Future Nurse



The screenshot shows a LinkedIn profile page for Zinzan Hax. The profile picture area is highlighted with a red box and contains the text "Add a photo". The headline area is also highlighted with a red box and contains the text "define your headline". The profile name is "Zinzan Hax", location is "Birmingham, United Kingdom", and there are 0 connections. The page also features a search bar at the top, navigation tabs for Home, Profile, Connections, Jobs, and Interests, and a banner for a "Free Rich Dad® Workshop - Birmingham: 3rd-4th July".

Summary

- The summary section will allow you to expand more on your headline. Things to highlight include relevant skills, interests, and your goals.
- Start with a paragraph describing who you are and what you have done.
- Then a second paragraph about where you want to go next and your career goals.



Summary

Adding a summary is a quick and easy way to highlight your experience and interests.

Add summary

Summary


Summary

Having obtained 9 GCSE's in 2015, I'm now studying my A'Levels in Maths, Physics, Chemistry and English. I'm very interested in science and engineering, and I love understanding how things work - and how they can work better! I intend to go into a career in an engineering discipline, either Mechanical or Aeronautical. I'm looking for work experience or a placement for the summer of 2016.

Save Cancel



Add a summary

Education

**Education**
Members with a school on their profile get 7 times more profile views.
[Add school](#)

- Click to add school and enter your high school information.
- Ignore “Degree and Field of Study” fields for now – save those for your future college!
- Be sure to add another education to include College Possible on your profile!
- This will allow you to connect with alumni and current students!

Education

[+ Add education](#)  

School *

Dates Attended
- - - - - Or expected graduation year

Degree

Field of Study

Grade






Activities and Societies

Examples: Alpha Phi Omega, Chamber Chorale, Debate Team

Description

[See examples](#)

[Save](#) [Cancel](#) [Remove this school](#)

Add Media:  Document  Photo  Link  Video  Presentation

[Add education](#)

Education

College Possible

2009 – 2016

Experiences

- This section will allow you to list any jobs, school or community involvement, or volunteer experiences
- Like a resume list your responsibilities or tasks you were involved with for each experience
- With each experience you are able to upload media or documents! If you have any projects, essays, or presentations you want to share, you can!



Experience

Front of House

Park Square Theatre

September 2015 – Present (7 months) | Greater Minneapolis-St. Paul Area



- Working as lead box office agent on select performance nights to greet patrons, hand out will-call tickets, answer questions and phone calls, and complete ticket purchases and exchanges
- Specifically requested by supervisor to participate in upcoming meeting with Executive Director and Artistic Director on how to better market toward young patrons

- Supported the Assistant Director of Orientation with helping families and students
- Efficiently worked in a fast paced environment while maintaining a strong customer service focus
- Prepared communication materials and follow-up procedures with students and families
- Created and executed training materials and sessions for Orientation Assistants

Add Media:

Document

Photo

Link











Video

Presentation

Variety of experiences

- There are plenty of areas and ways to highlight your skills and experiences.
- As you develop yourself professionally and academically, remember to include those milestones on your profile.

Add a section to your profile – be discovered for your next career step.

 Volunteering Opportunities Non-profit organizations could be looking for someone like you. Add volunteering opportunities	 Test Scores Here's another way to show your accomplishments. Add test scores
 Courses Showing more information about your background will help you get found for more opportunities. Add courses	 Patents Showcase your innovation and expertise. Add patents
 Supported Organizations Add more color to your professional identity to be found for opportunities. Add supported organizations	 Projects This helps show your skills, experience, and people you've worked with. Add projects
 Publications Publications are a great way to show off your professional accomplishments. Add publications	 Certifications Members with a certification on their profile get double the profile views. Add certifications
 Interests Share some of your professional and personal interests. Add interests	 Posts Write a post to increase your visibility and improve your professional brand. Create post

[View Less](#)

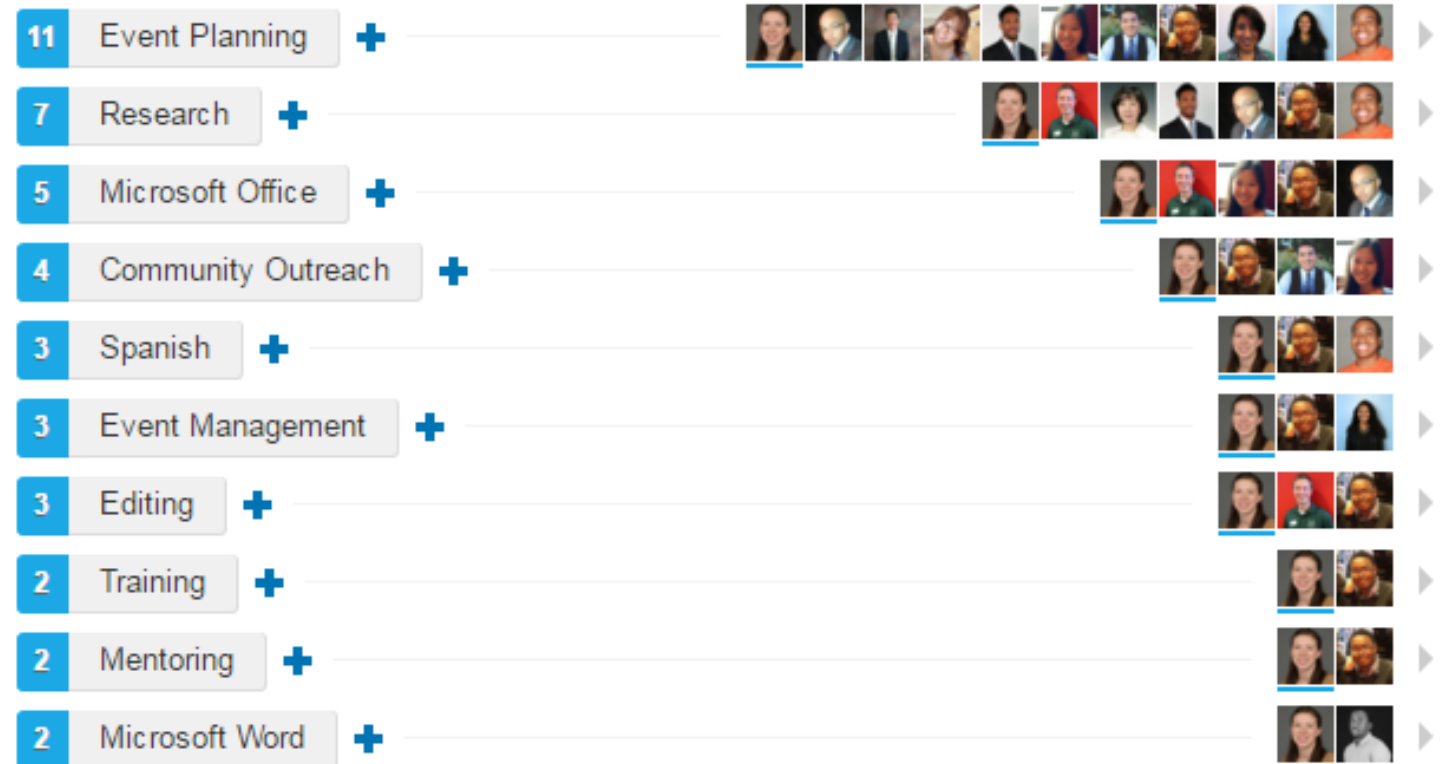
Skills and Expertise

- As you connect with others you will have the chance to endorse other's skills and they will be able to endorse you as well.
- A few skills that you may have acquired through your high school classes are Microsoft Office, Microsoft Excel, and Microsoft PowerPoint.
- Others that you have picked up from jobs or other involvement could include customer service, time management, multi-tasking, etc.



Skills

Top Skills



You did it!

- This should give you a good start on creating an all-star LinkedIn profile!
- Explore other areas of your profile like the Languages or Honors & Awards categories!
- Happy networking 😊