

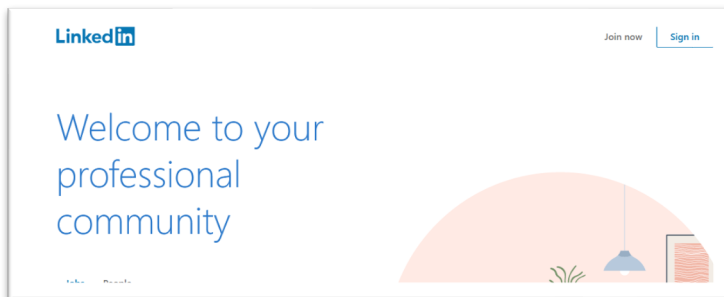
## Getting Started with Linked in

**Linked in** is a job search service. It can help you find a job and grow your professional network by connecting you with employers and other people who do the same kind of work.

**How do I get started?** Each Linked in user creates their own account, called a PROFILE. Follow the directions below to create your profile.

### Step 1:

Login at [www.linkedin.com](http://www.linkedin.com).



← Click on **JOIN NOW**.

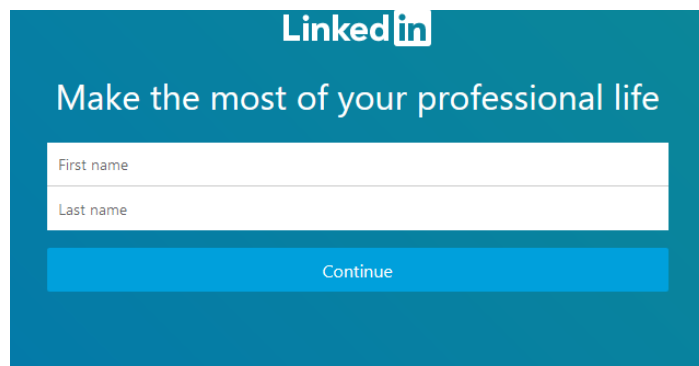
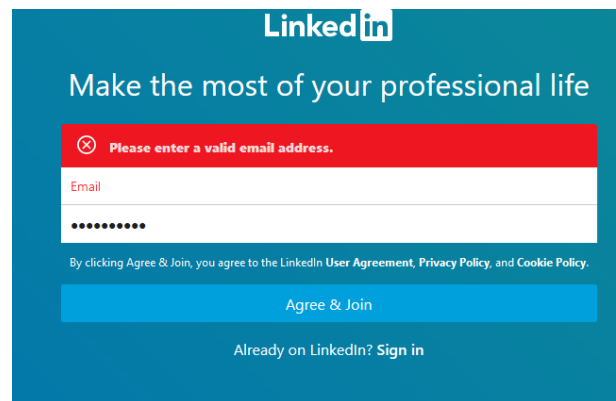
### Step 2:

Type in your email address and create a password.

Click Agree & Join.

**HINT:** Use a professional email that includes your name.

Check the email very often, at least every two days.



### Step 3:

Type in your first and last names.

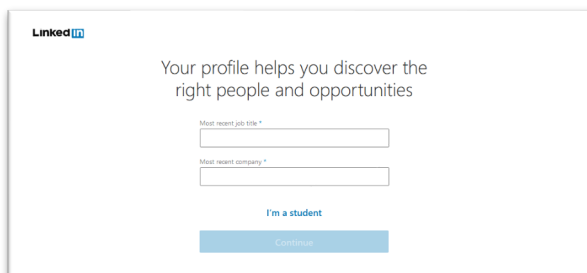
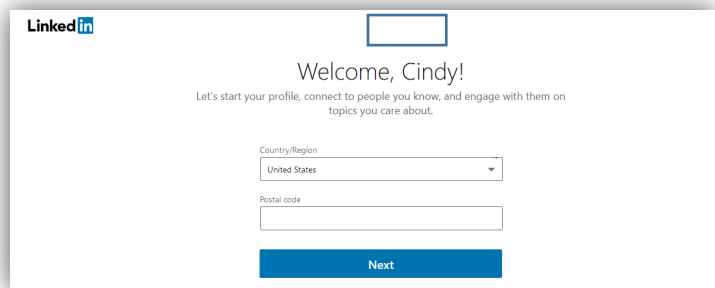
Click Continue

The site will ask you to perform a security check. Follow the directions on the screen.

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### Step 4:

You should see the Welcome page. Type in your ZIP (Postal) Code and click Next.



### STEP 5:

If you are a student and aren't already working in the field you want to find work in, click I'm a student.

### STEP 6:

**Fill in all the information the form is asking for. For example:**

School: Jefferson College

Degree: AAS

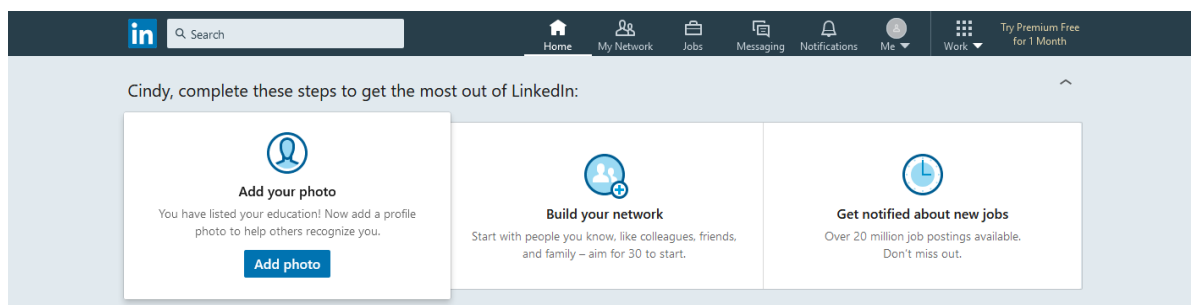
Specialization: Health Information Technology

Pull down menus should pop up. Choose your information from each pull down. Include the year you starting attending and the year you expect to graduate or go on to a 4-year school.

**Click Continue.**

### STEP 7:

Add a Photo. Profiles with pictures get more looks than those without. Use a professional looking picture. When finished Click Save.



**HINT:** Collared shirts or a blazer is preferable. Linked in shows you how to crop or move your photo.

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### STEP 8:

Privacy Settings. Go to **Me** on the top of the page. Under Account choose Privacy Settings.

You can choose how much of your profile you want others to see, including things like your email address, your last name and any organizations you are a part of.

When you are finished, you can Click Back to LinkedIn.com or click

HERE →

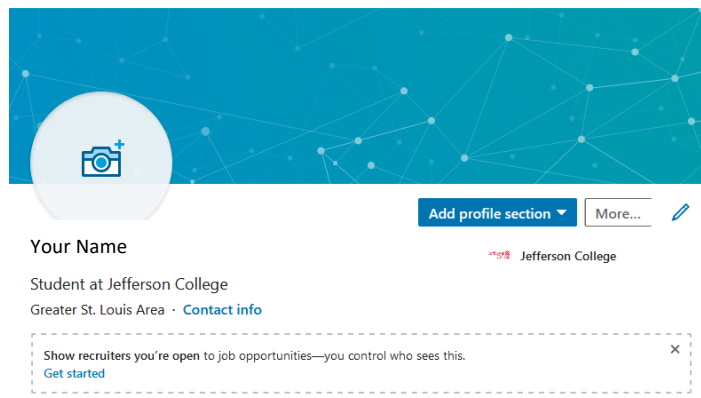


### STEP 9:

Privacy Settings. Go to **Me** on the top of the page. Choose View Profile.

Click on the pencil icon to edit your headline. Choose a headline of a few words that describes the work you want to do or what you are trained in.

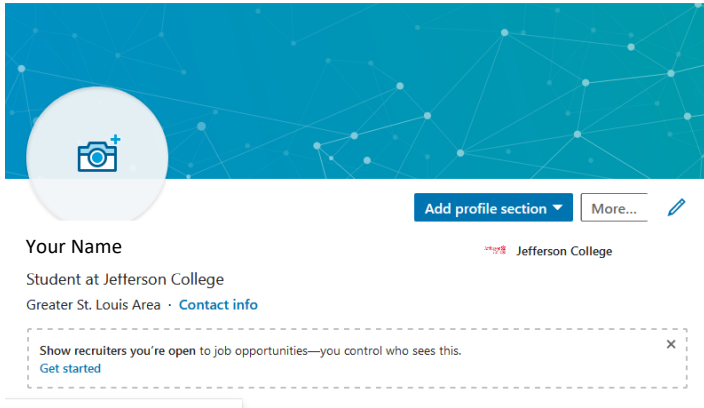
When you are finished, you can Click Back to LinkedIn.com or click



← HERE

The image shows the 'Edit intro' form on a LinkedIn profile. The form is titled 'Edit intro' and has a close button (X) in the top right corner. It contains several input fields: 'First Name' and 'Last Name' (both with red error messages: 'Please enter your first name.' and 'Please enter your last name.'), 'Headline' (with the current text 'Student at Jefferson College'), 'Education' (with a dropdown menu showing 'Jefferson College'), 'Country/Region' (with a dropdown menu showing 'United States'), and 'ZIP code' (with the text '63026'). There are also sections for 'Add current position', 'Show education in my intro' (checked), 'Locations within this area' (with a dropdown menu showing 'Greater St. Louis Area'), 'Industry' (with a dropdown menu showing 'Choose an industry...'), and 'Contact info' (with a pencil icon). A 'Save' button is located at the bottom right of the form.

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### STEP 10:

Profile Section.

Here, you can add your Work Experience, Education, Volunteer Experience, Skills, and other Accomplishments.

- LinkedIn will automatically match you with potential contacts, for example: others who have attended the same school(s) as you; people who have the similar jobs; and, open jobs with the titles you have listed.
- There are many more things you can do with LinkedIn.
- Filling in as much of your profile as you can will help employers find you as they search for new employees.
- Reading descriptions of the kinds of jobs you want will help you learn the words that employers use. Using these words in your profile will help your profile get more attention from potential employers.
- There are many YouTube videos that can help you strengthen your profile once you have built it.

For more