Basics of LinkedIn

What is LinkedIn?
LinkedIn is a free social networking site for career development and professional use. LinkedIn can help you get noticed by employers, make and keep professional connections, and ultimately lead to job opportunities.

STEP ONE: Create and Fill Out Your Profile
- **Profile Picture**: This does not have to be a headshot or formal photograph, but you do want a head and shoulders photograph showing only you which looks professional.
- **Appropriate Headline**: This is usually a variation of *Job Title at Company* to describe your situation.
  - Examples: Senior Mechanical Engineering Student at Texas Tech, Computer Science Student Seeking Internship, X Intern at Y Company
- **Thoughtful Summary**: 1-2 short paragraphs describing your experience, qualifications, and goals. This like a general elevator pitch and should show personality and passion for your goals.
  - What are you doing now? What have you done in the past? How do these lead to what you want to do in the future?
- **Work Experience**: Fill this out like a resume using strong verbs, keywords, and stats
  - Always have a current job listed (even if that is Full-Time Student or Recent Graduate)
- **Education**: List your involvement and leadership with engineering-related activities listed first
- **Skills**: List most relevant technical skills before any soft skills
- **Accomplishments**: Add languages, test scores, scholarships, organizations, awards, etc. as appropriate
- **Interests**: Join/follow relevant groups (e.g. ASME) and companies for which you want to work

Additional Profile Tips
- Customize your profile URL for your resume under “Edit public profile & URL”
- Add multimedia like your resume and project examples
  - If adding a resume, redact info you don’t want public like address and phone number
- Let recruiters know you’re open to new opportunities via your profile
- Attend a LinkedIn workshops and get your LinkedIn profile critiqued in the EOC. Email coe.careers@ttu.edu for times.

STEP TWO: Using LinkedIn
- Search for and connect with friends, faculty/staff, recruiters, and anyone you may already know first
- Search and apply for jobs via the jobs tab
- Find new connections at companies by searching “*Company Name* ‘Texas Tech’” to find alum and “*Company Name* Recruiter” to find HR professionals. Rather than paying for LinkedIn Premium, send a thoughtful, personalized message with your connection request to contact the individual.
- Stay in touch via messaging and liking/commenting on posts from connections and companies

Caution
- All content posted on LinkedIn must be professional! Anything you share, comment on, or like can be seen by your connections and potential employers.
- The default setting on LI is that others are notified when you view their profile. This is designed to help you as you network, but it’s something to keep in mind as you search and view profiles.