Connect to Your Career

1-3 LinkedIn Account

1. If you have not already done so, create a LinkedIn account by completing the “Getting Started” information.

2. Read the Terms of Agreement. What did you learn?

<<Place Answer Here>>

3. Complete a LinkedIn headline, including your full name, title, location, and industry. If you do not have a permanent position, write a title that succinctly describes your skills.

4. Complete the other sections of the profile. Review your account profile. Make certain it is 100 percent complete.

5. LinkedIn automatically creates a URL for your profile. Customize the link to fit your needs.

6. Save your Word document as *FirstnameLastname\_*LinkedInAccount.docx (i.e., JohnSmith\_ LinkedInAccount.docx).