

LinkedIn

GUIDE

Want to know how to use LinkedIn the right way? Read this guide to find out more!





ABILENE CHRISTIAN
Career Development

TABLE OF CONTENTS

Profile Checklist

2

How to Feature Your Résumé on LinkedIn

4

**Using the AI Search tool for Jobs &
Internships**

5

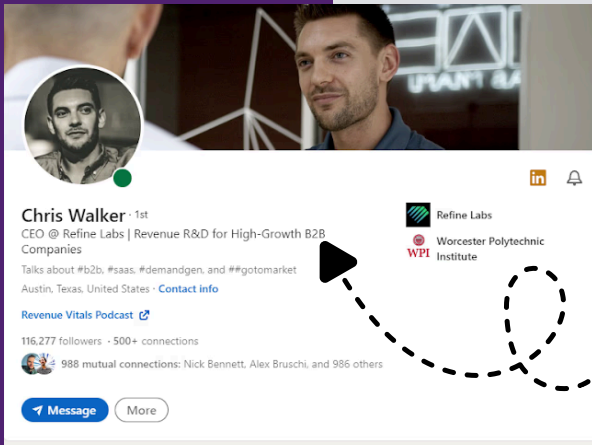
LinkedIn Networking Tips

6

Contact Career Development

8

LinkedIn PROFILE CHECKLIST



Photo

This doesn't need to be taken with a fancy camera, but you do want to make sure you look professional in this photo. Use your phone camera and take a picture in front of a plain background. Wear a nice shirt (even add a jacket), and smile.

Don't use a selfie or pictures with others as part of the photo, even if they're cropped out.

Headline

Tell people what you're excited about now, and the job position you'd like to apply for in the future.

Example: Senior Econ Major and Aspiring Financial Analyst

Summary (also known as "About")

Describe what motivates you (career-wise), what you're skilled at, and what you are looking for at a job. Shoot for 5 sentences.

Experience

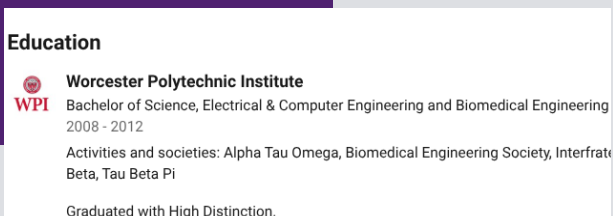
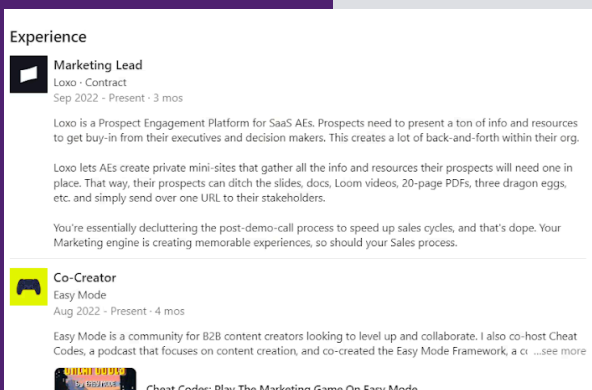
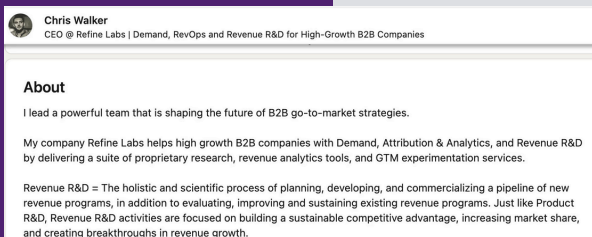
Following the prompts on LinkedIn, list the jobs you held, including part-time jobs, along with the daily tasks you carried out at each. You can also include photos and videos from your work.

Organizations

List organizations you are or have been a part of. What clubs or organizations are you a member in? Consider adding those experiences here.

Education

Starting with college, list all the educational experiences you've had--including summer programs.





LinkedIn

PROFILE

CHECKLIST

Volunteering



Contributing Writer

The Metro Post

Jan 2009 - Jan 2010 - 1 yr

During my senior year in college, I contributed news articles and photos, as well as did research for an award-winning local newspaper, The Metro Post, in Dumaguete City, Philippines. This experience helped me gain insights into the operations of a local newspaper and have hands-on experience of interviewing, research, and reporting.

Project Management



Library Media Specialist at TREVOR-WILMOT CONSOLIDATED SCHOOL DISTRICT

Organization Skills



Library Media Specialist at TREVOR-WILMOT CONSOLIDATED SCHOOL DISTRICT

Cataloging



Library Media Specialist at TREVOR-WILMOT CONSOLIDATED SCHOOL DISTRICT

Honors & awards

2017 Innovator of the Year Award

Aug 2017



Associated with Vapotherm

Innovation is about being creative and making a change that positively impacts our products, cesses and/or Patients. This is someone who shows exemplary performance when it comes

Courses

Advanced Logic Design

ECE 3801



Associated with Worcester Polytechnic Institute

Projects

Development of a Videographic Pupillometer System

Aug 2011 - May 2012



Associated with Worcester Polytechnic Institute

This project was completed as a capstone engineering design project known as the Major Qualifying Project. The goal of this project was to develop a remote system capable of obtaining measurements of... more

Recommendations

Received

Given



Erik MacKinnon

Head of Revenue at Wynter

April 13, 2023, Chris was senior to Erik but didn't manage Erik directly

For just over two years, I had the honor and pleasure of working under and with Chris building Refine Labs, and what an incredible experience it was. I first met him after spending months

Volunteer Experience & Causes

Even if you weren't paid for a position you held, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work, especially if it shows of a certain skill.

Skills & Expertise

Add at least 5 key skills. This will affect what employers are looking for when they use the search tool to search for applicants.

Honors & Awards

If you earned honors, like academic honors, or scholarships, or won a different award outside of school, place it here for employers to know.

Courses

Only list the courses that show off the skills and interests that reflect the industry and jobs you want to apply to.

Projects

Whether you lead a team assignment in a course, or built an app on your own, write about what you did and how you did it. If you entered it into a competition, include that as well, and whether you received an award.

Recommendations

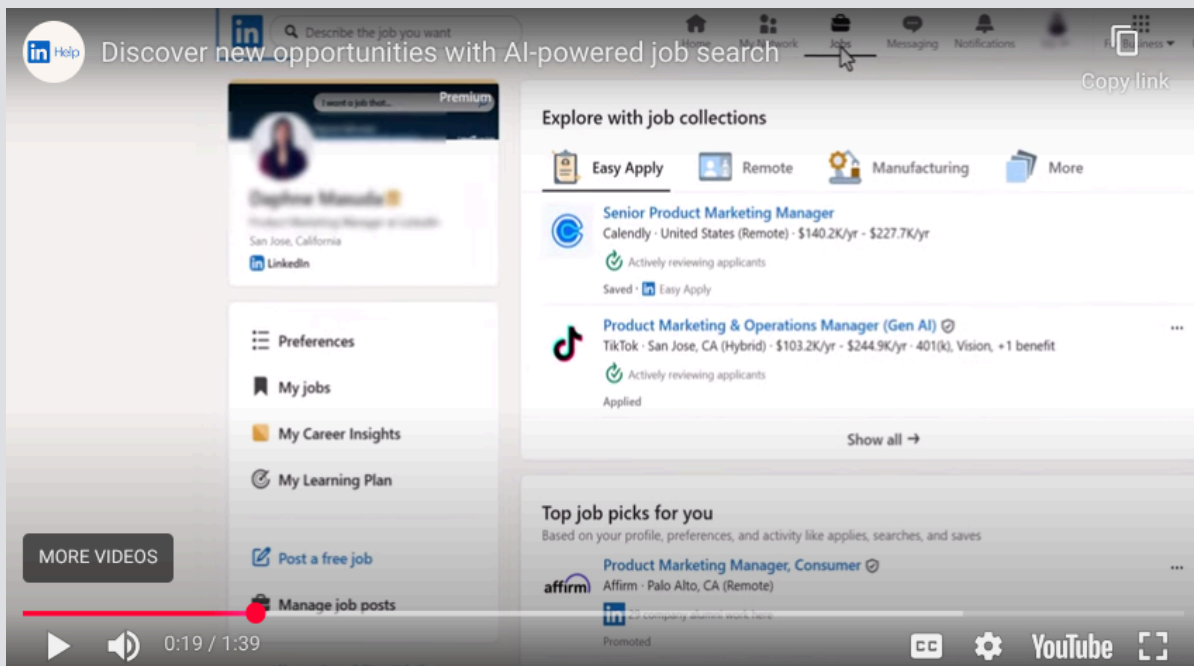
Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

FEATURING YOUR RÉSUMÉ

1. Go to your profile page by clicking on the picture of you on the top right.
2. Click the “Add Profile Section” button
3. Select “Add Featured” under the Recommended Section
4. Click the plus sign (+).
5. Select Add Media
6. Choose your résumé file and upload it.
7. Additionally, you can change the name or add a description.



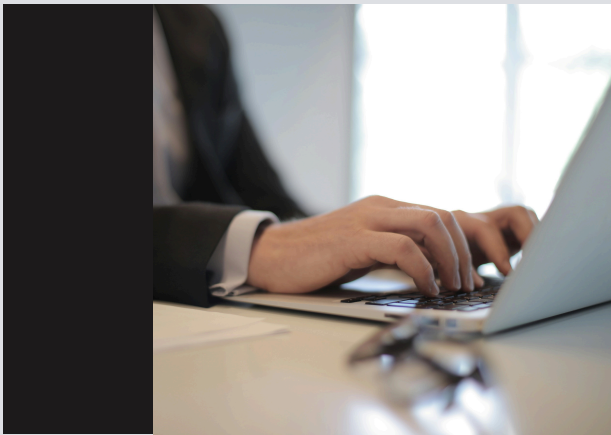
USING THE AI SEARCH TOOL FOR JOBS & INTERNSHIPS



Discover New Opportunities with AI-powered Job Search

LinkedIn has an AI powered job search to help you find the jobs that align with your interests and needs. Visit [this article](#) to learn top tips including a one minute instructional video on how to use this feature.

LINKEDIN NETWORKING TIPS



- Login to your LinkedIn account. On the Home page, type “Abilene Christian University” in the search field, then select the official ACU page.
- Next, select “See Alumni”
- You will then be able to see where those Alumni work and what they do.

- If you see an alumni in the same industry or company you are interested in, send them a message. Ask them if you can learn more about what they do, positions available, etc. ACU Alumni want to hire ACU graduates!

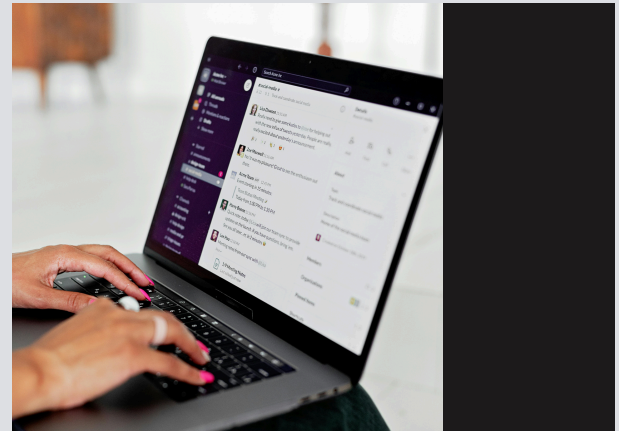
Sample Connection Request on LinkedIn

Hi [alumni name]. I'm a Freshman engineering major at ACU. I am searching for an internship to gain more experience. I welcome any advice you could give about the skills I need to prepare me for the profession. Would you have a few moments to connect via phone or email?



LINKEDIN NETWORKING TIPS

- You can also find alumni when searching jobs on LinkedIn. Select “Jobs”
- Fill in keywords for your search and location if you wish.



- As you scroll through job openings, watch for the ACU logo to show you if alumni work for that company, then click the link next to the logo, and connect with the alumni shown.

Hi Name,

I'm a junior civil engineering major at ACU. I noticed you studied there, too, and currently work at Company. I am looking for an internship there, and at other companies this summer. Would you have a minute for a chat via a call or video call? Thanks!



Send

CONTACT CAREER DEVELOPMENT

Have questions about your career journey? Need to talk to someone in-person about your job search? Schedule an appointment with us either in-person or over zoom. We offer career counseling, mock interviews, résumé and cover letter feedback, and more. Here's how you can contact us:

Email:

 careers@acu.edu

Website:

 careerdevelopment.acu.edu

Address:

 Wildcat Central in the
Campus Center

