





Setting up a LinkedIn Account

- ❑ **PROFILE PICTURE:** Once you are in your account and viewing your profile, you will click on the camera icon  and upload a Profile Picture of you dressed as you would for an interview.
- ❑ **COVER PHOTO:** Upload a Cover Photo for the background (camera icon in the upper right corner).  You will want to select something that is related to your career goal.
- ❑ **HEADLINE:** Create a Headline mentioning your career goal, or pathway (for example: Culinary Pathway Student at Crimson Cliffs High or Crimson Cliffs High Business Marketing Student) by clicking the pencil next to the “more” box. 
- ❑ **ABOUT:** Click the [Add profile section](#) >Core > Add about. In the text box write 3 paragraphs of 2 or 3 sentences each explaining about you and your career goals, why you chose it, how you have prepared, and what you are looking forward to.
- ❑ **EDUCATION:** Click the [Add profile section](#) >Core > Add education. Enter your school information. In the description box be sure to add your clubs, activities, sports, and upper division classes.
- ❑ **WORK EXPERIENCE:** Click the [Add profile section](#) >Core > Add position. Complete the boxes. Describe your accomplishments at work, not just your duties. Give examples with numbers (that’s called quantifying) as part of your explanation. For example: Served 200 customers per shift.
- ❑ **SKILLS:** Click the [Add profile section](#) > Add skills. Here you can type in skills that you have. Google Soft Skills for ideas. Google Hard Skills for more ideas.
- ❑ **FEATURED:** Click the [Add profile section](#) >Recommended > Add featured > + > Media
- ❑ **LICENSES AND CERTIFICATIONS:** Click the [Add profile section](#) >Recommended > Licenses and certifications. This is where you can list the CTE Certificates you earned from end of level testing, or Adobe, Microsoft office, or Food Handlers Permits. (So, if you took Foods and Nutrition 1 and passed that end of level test, list that in the top box. The State CTE tests issuing organization is Utah State Board of Education.)
- ❑ **COURSES:** Click the [Add profile section](#) >Recommended > Add courses (CTE, CE, AP)

- ❑ **VOLUNTEER EXPERIENCE:** Click the [Add profile section](#) >Additional> Volunteer experience and complete the fields describing your service.

- ❑ **HONORS AND AWARDS, TEST SCORES, LANGUAGES:** Click the [Add profile section](#) >Additional

- ❑ **PERSONALIZE LINKEDIN URL:** On your profile page, at the top of the right hand column click “Edit public profile & URL”. Remove the extra numbers by clicking on the pencil  and deleting them.