

LinkedIn Quick Start Guide

Customize LinkedIn URL

- Click on the “Me” icon.
- Click on *View Profile*.
- Click on *Edit public profile & URL* in the right corner.
- Click on the *Pencil* icon next to your current URL to shorten your LinkedIn URL and click *Save*.

Edit Profile

- Click on the “Me” icon.
- Click on *View Profile*.
- Click on the *Pencil* icon in each section that you would like to make changes to and click on *Save*. Click on *Add Profile Section* to incorporate new information on your profile.

Connect with People

- Type in a *name of the person* that you are looking to connect with in the *Search* box.
- Select *the appropriate person* from the list and view their *full profile*.
- Click on *Connect*. You have two options in trying to connect. Option 1 is to send the contact a message by selecting *Add a Note*. Option 2 is to simply click on *Send* to request to connect. Career Services recommends sending a personal note. The contact will then receive a message that allows them to *Accept* or *Ignore* the request.

Join a Group

- Type *your interest area* in the *Search* box. Refine your search by clicking on the *Groups* button.
- Review and click on the *groups* with which you have an interest.
- Click on *Request to join*.
- Join the *BSU Student and Alumni Networking Group* and the *Official Bridgewater State University Alumni*

Search Jobs and Internships

- Click on the “Jobs” icon.
- Type your *interest area* and *location* in the *Search* box. Select *All filters* to refine your search.
- Click on *Apply* if you are interested in submitting the required materials for application.

Post/Share

- Click on the “Home” icon.
- Click on *Start a post*. If you would like to share a status update or write an article, you can do so here.

How to Follow a Company

- Click on the “Home” icon.
- Type the *name of the company* you would like to follow in the *Search* box.
- Click on the correct *company name*.
- Click on *Follow*.

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Connect with BSU Alums for Career Advice/Informational Interviews

- Click on the "Home" icon.
- Type *Bridgewater State University* in the *Search* box and select the correct group.
- Click on *View page*.
- Click on *Alumni* toward the center of the page. You know have access to nearly 50,000 BSU alumni.
- Narrow down the list by conducting a keyword search or using the pre-set filters (location, employer, etc.)
- Click on *Connect* to those you would like to reach out to and send a personal note.

Please note: Be sure to include BSU in the education section of your profile.

Ask for a Recommendation

- Type the *person's name* that you would like to ask to write a recommendation in the *Search* box.
- Click on the appropriate *person's name*.
- Click on *View full profile*.
- Click on *More* and select *Request a recommendation*. Write a personalized note with the request.

Endorse Someone

- Type in the *person's name* that you would like to endorse in the *Search* box.
- Click on the appropriate *person's name*.
- Click on *View full profile*.
- Scroll down to *Skills*. Choose a *skill* and click on *Endorse*. Hopefully, the favor will be returned.

Who's Viewed Your Profile

- Click on the "Home" icon.
- One the left side bar, click on *Who's viewed your profile*.

View Current Connections and Groups

- Click on the "My Network" icon.
- View your connections, groups that you are a member of, pending invitations of those who would like to connect with you as well as suggestions on people you may want to connect with.

How to Upload Your Resume to Your Profile

- Click on the "Jobs" icon.
- Click on *Applications Settings* located on left side of the page.
- Click on *Upload Resume*. Be sure to save and upload your resume as a PDF.