To Create an Account
• Go to LinkedIn.com, click "Join now"
• Enter your personal email address and a password you can remember
• Click "Agree & Join"

You will be asked for some introductory information:
• Country and zip code
• Job title is "Student", you will need to enter "Union College" and your start and graduation year
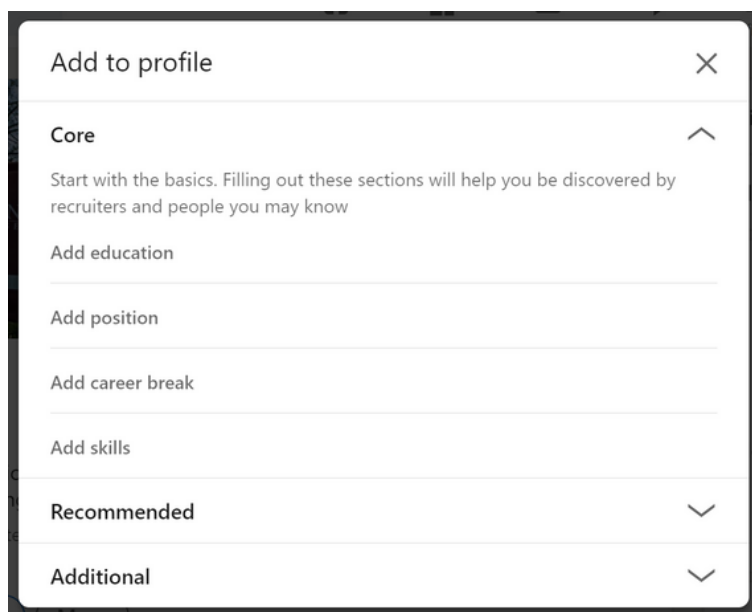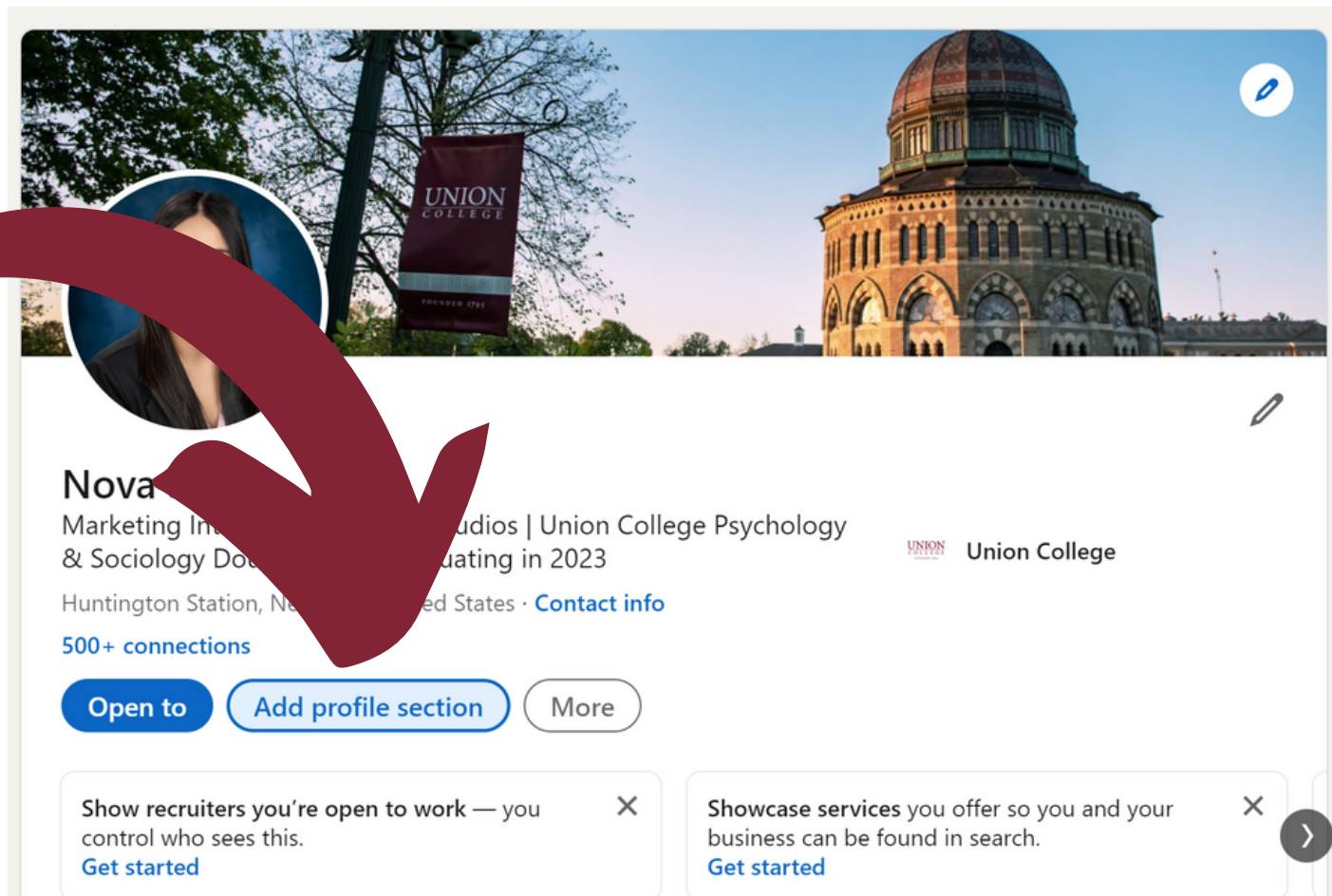
Verification:
• You will need to have access to your email address to confirm it is yours (you will be sent an email to verify).

PAY ATTENTION:
• During the joining process, there will be a few opportunities to connect with your potential network. At this time, choose to "skip" importing your connections and address book. Also, at this time, choose to "skip" reviewing and adding your recommended connections. You will be able to see these recommendations later on. Until you have completed your profile, it is not recommended that you network with alumni and other non-family/friend connections.

Setting up your Linkedin Profile

How to add a Profile Section

Nova

Marketing In ... udios | Union College Psychology
& Sociology Do ... uating in 2023

UNION Union College

Huntington Station, Ne ... ed States · **Contact info**

500+ connections

Open to **Add profile section** **More**

Show recruiters you're open to work — you
control who sees this.   ✕
Get started

Showcase services you offer so you and your
business can be found in search.   ✕
Get started

❯

Add to profile   ✕

Core   ⌃

Start with the basics. Filling out these sections will help you be discovered by
recruiters and people you may know

Add education

Add position

Add career break

Add skills

Recommended   ⌄

Additional   ⌄

- To add a profile section, go to your profile and click "Add profile section"

- You will then see the different sections that you can add.

-Reference the Linkedin Profile Checklist below for what sections you should add

Linkedin Profile Checklist

1. Photo & Header

Add a profile picture! It can be any picture as long as you are dressed nicely, smiling, and in front of a neutral background.

You should also add a header photo. Union College has some good ones!

2. Headline

Your headline should state some things about yourself. Try including where you go to school, your graduation year, major, and current role or goal.

Here are some examples:

> Peer Career Advisor at Union College Career Center | Union College Psychology & Sociology Double Major Graduating in 20xx

> Aspiring Software Developer | Seeking Entry-Level Programing Position | Union College Computer Engineering Major Graduating in 20xx

3. About
Write about yourself! What motivates you, what are your skills, and what are your short-term and long-term goals? Here are a few examples:

About

I've always had a passion and drive for helping people. I believe that started with my little brother's diagnosis of Autism, which contributed to my pursuit of a Bachelor of Science in Psychology at Union College. I'm intrigued by the human mind and behavior and even more so by thinking of how it can be used to help others. I also developed a passion and interest in business through high school clubs like the Distributive Education Clubs of America and Future Business Leaders of America. This has piqued my interest in marketing as I believe it is the perfect overlap of psychology and business.

In the future, I aspire to find a job where I can fulfill one, if not both, of my passions. I'm not sure of the exact field I want to go into but I am sure of my passions. I am open to any opportunity that will help me to gain experience, further develop my passions, or allow me to learn more about my fields of interest. This summer I hope to complete a shadowing or internship experience in either the education or marketing field.

About

I have always been interested in creative problem-solving. When I was younger I loved fiddling with things that were broken, learning how they worked and fixing them. In high school, I joined the robotics team and knew that that was what I wanted to do.

I am now a first-year mechanical engineering student at Union College. In my exploring engineering class, I was able to learn about engineering design, teamwork, technical writing, and ethics through multiple individual and team design projects. As I take more courses at Union, I continue to develop my skills in circuits and coding. This summer I hope to gain more experience in the engineering field whether that be through research or internship experience.
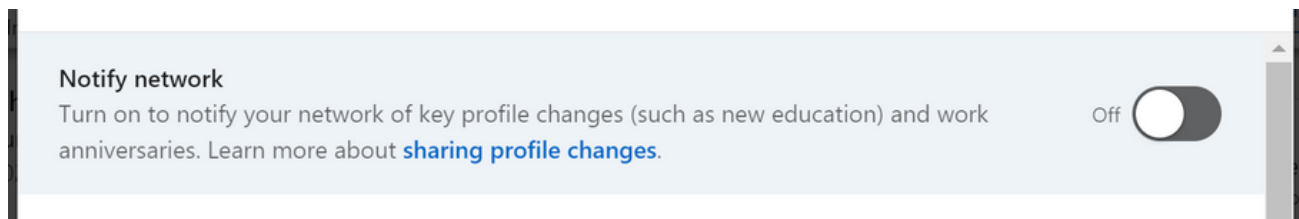
About

I am a current Junior studying Managerial Economics at Union College. In pursuit of my passion for finance, I participated in the Citigroup Sales and Trading Summer Analyst Program where I rotated across Short-Term Credit Sales, Non-Agency RMBS Trading, and G10 FX Options Trading. This position provided me with the necessary knowledge and insight into the fields I am striving to enter. In my current position as the Alumni Relations Chair of the Sigma Chi Fraternity, I work with current students and alumni to generate, coordinate, and host programs that promote alumni relations and professional development. In this position, I am able to build my networking and communication skills.
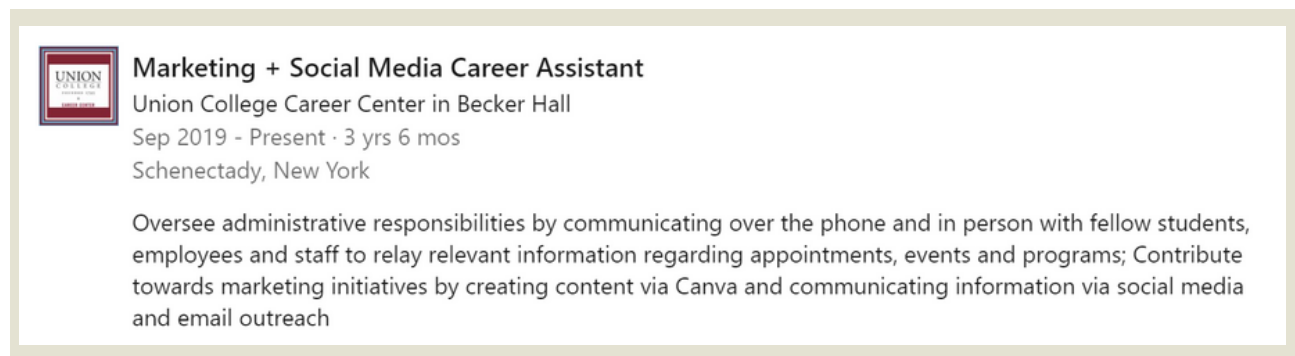
I hope to gain more relevant knowledge, experiences, and skills through future coursework and work experiences.

**Note: *Turn off the "Notify Network" option when building your profile.*

Notify network
Turn on to notify your network of key profile changes (such as new education) and work anniversaries. Learn more about **sharing profile changes**.
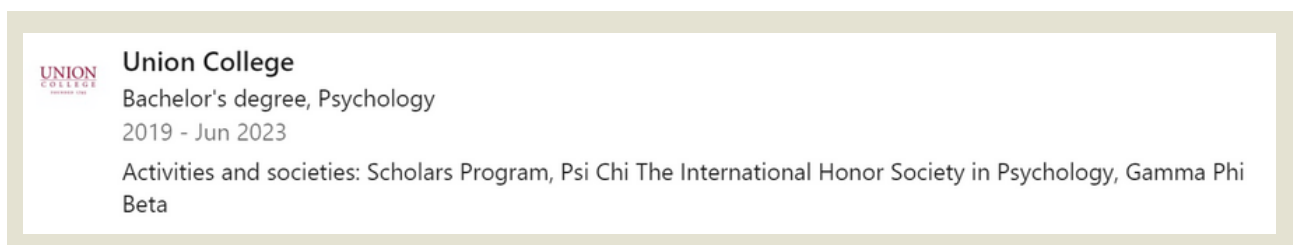Off

4. Experience
Add all the jobs you've held! Unlike a resume, there's no page limit on your LinkedIn account. For the job description, use the bullets from your resume. You can also add any skills or media associated with the position.

Marketing + Social Media Career Assistant
Union College Career Center in Becker Hall
Sep 2019 - Present · 3 yrs 6 mos
Schenectady, New York

Oversee administrative responsibilities by communicating over the phone and in person with fellow students, employees and staff to relay relevant information regarding appointments, events and programs; Contribute towards marketing initiatives by creating content via Canva and communicating information via social media and email outreach

5. Education
Make sure to add your high school too!

Union College
Bachelor's degree, Psychology
2019 - Jun 2023

Activities and societies: Scholars Program, Psi Chi The International Honor Society in Psychology, Gamma Phi Beta

6. Licenses & Certifications

Add any you may have or earn some through LinkedIn Learning. Connecting your Union email to your account gives you free access to LinkedIn learning!

[Check out our "Connecting your LinkedIn to your Union Email" sheet.]

WordPress 5 Essential Training
LinkedIn
Issued Jul 2021

Show credential ☑

7. Volunteer Experience

Good Eats President
Schenectady Arc
Sep 2019 - Present · 3 yrs 6 mos
Social Services

The Good Eats club at Union College coordinates with Schenectady ARC (Advocacy, Resources, Choices) to cook and plan meals in Minerva kitchens with people with intellectual and developmental disabilities.

8. Skills

These can be both soft skills and hard skills. You can associate a skill with one of your job experiences or have a colleague endorse them.

Teamwork

2 experiences across Union College Becker Career Center and 1 other company

Endorsed by 3 colleagues at Union College

4 endorsements

9. Recommendations
Think about requesting a recommendation from a colleague, supervisor, or professor.

10. Courses
Add relevant courses you've taken at Union or any other college.

Calculus 1: Differential Calculus
MTH 110

Associated with Union College

11. Honors & Awards:

Union College Dean's List
Issued by Union College · Jun 2019

Associated with Union College

Dean's List 2018-2019, 2019-2020, 2020-2021

12. Organizations:

Psi Chi The International Honor Society in Psychology
Member · Jun 2021 - Present

Psi Chi, the International Honor Society in Psychology, was founded in 1929 with a mission of recognizing and promoting excellence in the science and application of psychology.

13. Those are the basics but take a look to see if any of the other sections are relevant to you.
(Projects, Languages, etc.)