

How to Be LinkedIn: I Have a Profile, Now What?

- Make an appointment to meet with a career counselor to review your profile and show you how to use LinkedIn to its full potential.
- Let your network grow! Share your profile on Facebook and Twitter, and search your email contacts for connections.
- Use the search bar to look for family, friends, neighbors, professors, and other professionals.
 - *ONLY connect with people if you know them and they know you. Don't connect with people unless you have an established relationship with them.*
 - *When sending an invitation to connect, be sure to include a message indicating how you know them.*
- Find and join groups to connect with professionals in your areas of interest. You can also become a member of the Albright College Alumni Professional Network group.
 - *Once you join a group, stay active in it! Participate in conversations and form connections with other members.*
- Use the Albright College school page to stay up-to-date on College information and connect with alumni. Alumni can even be filtered by class year, where they work, or geographic location.
- Search for companies, and in turn see potential connections, available jobs and internships, and learn more about the organization.
- Interact with your connections. Like, share, or comment on their posts.
- Develop your own posts with information relevant to your field of interest, and share your professional accomplishments.
- Write recommendations for professors and supervisors to recognize their hard work and contributions. In turn, they may write a recommendation for you!
- Keep your profile up to date. Routinely review your information, and make additions to your summary, education, and work sections as needed.