

Linkedin

How to build your Linkedin profile

**Build your LinkedIn Profile,
Establish your network and
Advance your Career !**

On LinkedIn, you share a professional mindset



Here are a few recommendations from a former manager at a company that sells coffee

- **I hope to open a coffee franchise one day**
- **I have 3 years of experience in making coffee**
- **I'm looking for a job at a company that sells coffee**

What is LinkedIn?

- LinkedIn is an American online business that operates via **website and mobile app**
- It's a platform that is mainly used for **professional networking**
- It allows job seekers to **post their CVs** and employers to **post jobs**
- It allows members (workers and employers) to **connect in an online social networking**



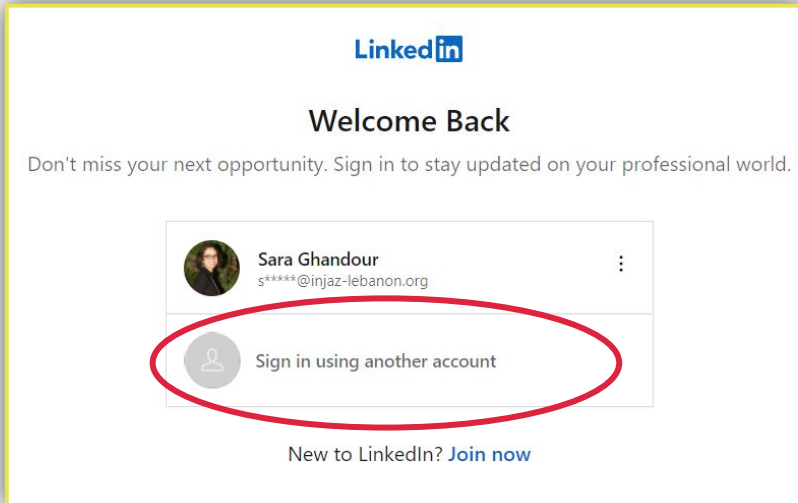
Now it's your turn to set-up your account!



Let's start!

If this is your first time on LinkedIn follow these steps


Step 1: Join now




LinkedIn

Welcome Back

Don't miss your next opportunity. Sign in to stay updated on your professional world.



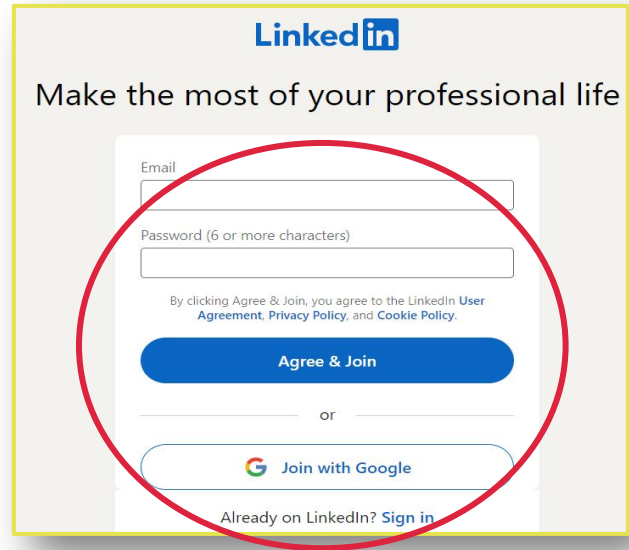
Sara Ghandour
s*****@injaz-lebanon.org



Sign in using another account

New to LinkedIn? [Join now](#)

Step 2: Create your account



LinkedIn

Make the most of your professional life


Email

Password (6 or more characters)

By clicking Agree & Join, you agree to the [LinkedIn User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#).

[Agree & Join](#)

or

 [Join with Google](#)

Already on LinkedIn? [Sign in](#)

Create your profile

Step 3: Enter your name



LinkedIn

Make the most of your professional life

First name

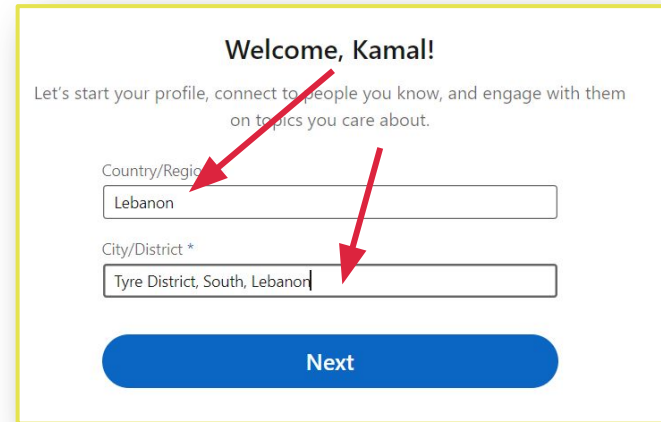
Please enter your first name.

Last name

Please enter your last name.

Continue

Step 4: Enter your address



Welcome, Kamal!

Let's start your profile, connect to people you know, and engage with them on topics you care about.

Country/Region

City/District *

Next

Create your profile

Step 5: Add the required info

Your profile helps you discover new people and opportunities

Most recent job title *

Employment type

Most recent company *

 :👤 There are 753 members at your company on LinkedIn.

Industry *

 :👤 There are 3252348 members in the same industry on LinkedIn.

I'm a student

If you are a students...
Choose I'm Student
(don't fill employment
information)

Step 6: Check you email for the code

Confirm your email

Type in the code we sent to kamal__mohsen@hotmail.com.

Your privacy is important
We may send you member updates, recruiter messages, job suggestions, invitations, reminders and promotional messages from us and our partners. You can change your **preferences** anytime.

Didn't receive the code?

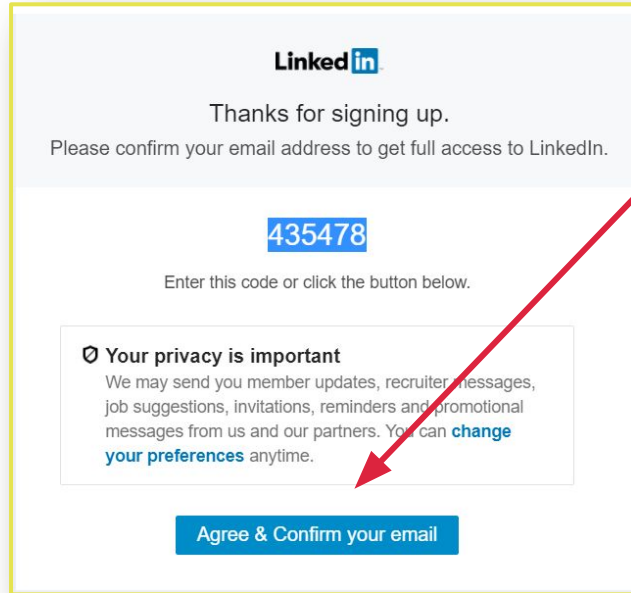
Email sent

You will receive
a Code to your
email used on
LinkedIn

If you didn't
receive any
code Click on
Send again

Create your profile

Step 7: Almost Done!



LinkedIn

Thanks for signing up.
Please confirm your email address to get full access to LinkedIn.

435478

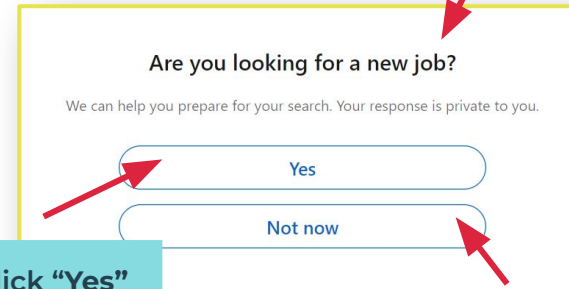
Enter this code or click the button below.

Your privacy is important
We may send you member updates, recruiter messages, job suggestions, invitations, reminders and promotional messages from us and our partners. You can **change your preferences** anytime.

Agree & Confirm your email

A red arrow points from the top right of the screen to the "change your preferences" link in the privacy notice.

Step 8: Last Step!



Are you looking for a new job?

We can help you prepare for your search. Your response is private to you.

Yes

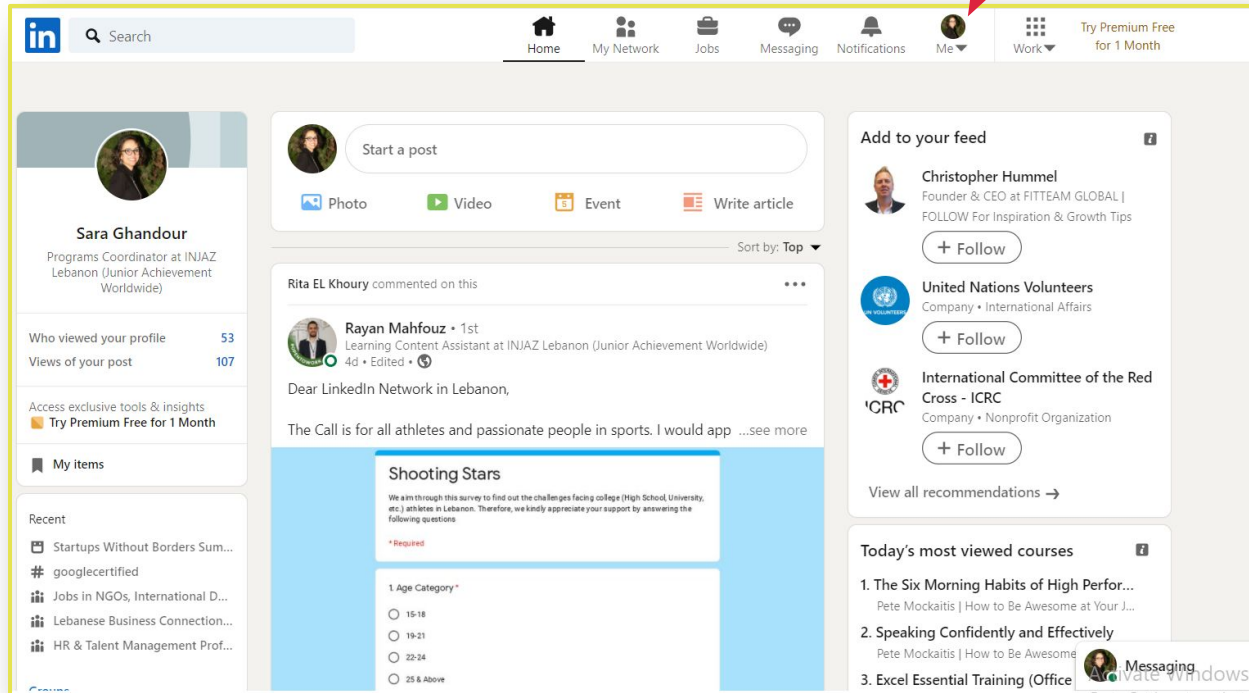
Not now

Red arrows point to the top right corner of the screen, the "Yes" button, and the "Not now" button.

Click "Yes" if you are looking for a job

Click "Not Now" if you are a student

Now you have your LinkedIn profile!



The image shows a screenshot of a LinkedIn profile page for Sara Ghandour. The profile is for a Programs Coordinator at INJAZ Lebanon (Junior Achievement Worldwide). The page includes a profile picture, a cover photo, and a bio. The navigation bar at the top has icons for Home, My Network, Jobs, Messaging, Notifications, Me (highlighted with a red arrow), and Work. The main content area features a 'Start a post' section with options for Photo, Video, Event, and Write article. Below this is a comment from Rita EL Khoury mentioning Rayan Mahfouz, a Learning Content Assistant at INJAZ Lebanon. The post content is a survey titled 'Shooting Stars' about challenges facing college athletes in Lebanon. The survey includes a 'Required' section with a question '1. Age Category' and radio button options: 15-18, 19-21, 22-24, and 25 & Above. On the right side, there is an 'Add to your feed' section with recommendations for Christopher Hummel, United Nations Volunteers, and International Committee of the Red Cross - ICRC. At the bottom right, there is a 'Today's most viewed courses' section listing three courses.

Navigation Bar: Home, My Network, Jobs, Messaging, Notifications, Me (highlighted with a red arrow), Work, Try Premium Free for 1 Month

Profile Header: Sara Ghandour, Programs Coordinator at INJAZ Lebanon (Junior Achievement Worldwide)

Who viewed your profile: 53
Views of your post: 107

Access exclusive tools & insights: Try Premium Free for 1 Month

My items

Recent

- Startups Without Borders Sum...
- googlecertified
- Jobs in NGOs, International D...
- Lebanese Business Connection...
- HR & Talent Management Prof...

Start a post

Photo Video Event Write article

Sort by: Top

Rita EL Khoury commented on this

Rayan Mahfouz • 1st
Learning Content Assistant at INJAZ Lebanon (Junior Achievement Worldwide)
4d • Edited •

Dear LinkedIn Network in Lebanon,
The Call is for all athletes and passionate people in sports. I would app ...see more

Shooting Stars

We aim through this survey to find out the challenges facing college (High School, University, etc.) athletes in Lebanon. Therefore, we kindly appreciate your support by answering the following questions

* Required

1. Age Category *

- 15-18
- 19-21
- 22-24
- 25 & Above

Add to your feed

Christopher Hummel
Founder & CEO at FITTEAM GLOBAL |
FOLLOW For Inspiration & Growth Tips
+ Follow

United Nations Volunteers
Company • International Affairs
+ Follow

International Committee of the Red Cross - ICRC
Company • Nonprofit Organization
+ Follow

View all recommendations →

Today's most viewed courses

- The Six Morning Habits of High Perfor...**
Pete Mockaitis | How to Be Awesome at Your J...
- Speaking Confidently and Effectively**
Pete Mockaitis | How to Be Awesome
- Excel Essential Training (Office**

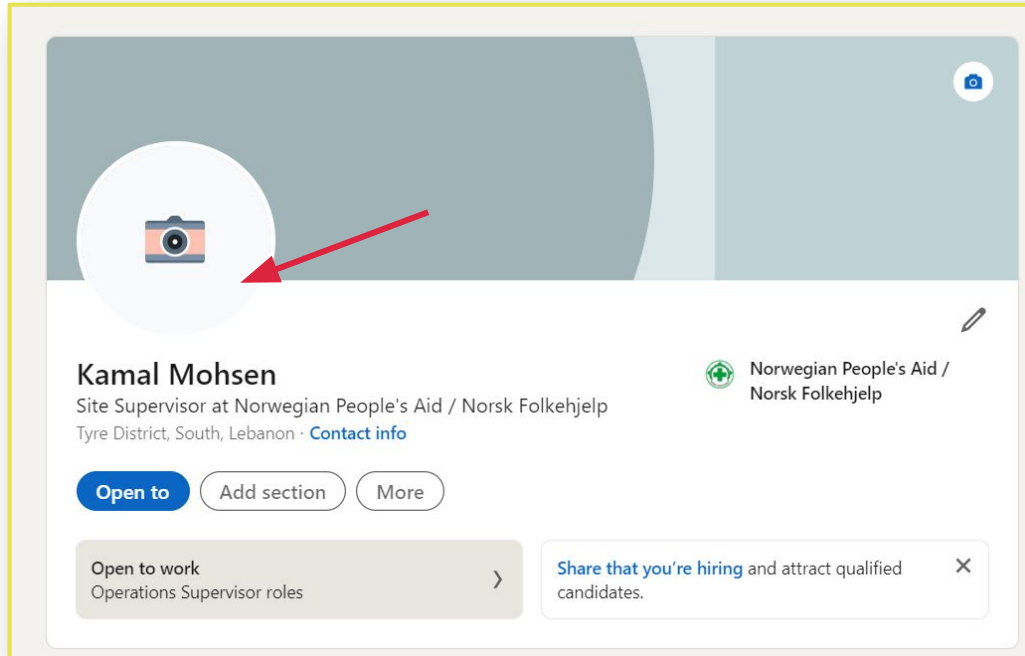
Start building your profile

Elements of your profile

- **Your profile photo**
- **Headline**
- **Summary**
- **Experience**
- **Certificates, honors and awards**
- **Projects**
- **Your courses**
- **Your skills and expertise**
- **Organizations**
- **Volunteer experience**
- **Education**
- **Recommendations**

Now it's your turn to build your profile!

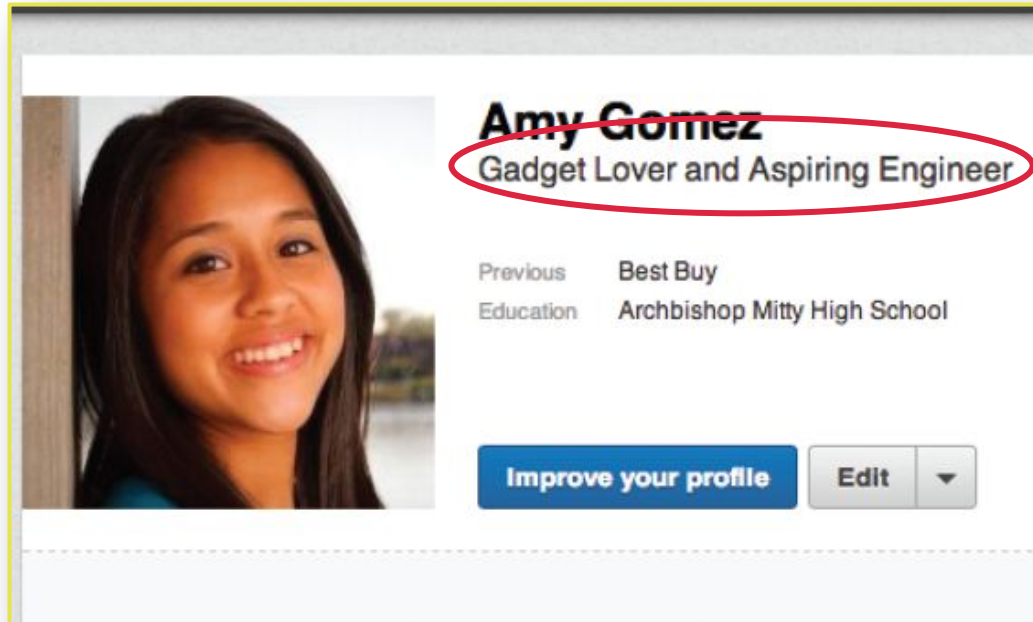
1- Add your photo



The photo doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

Now it's your turn to build your profile!

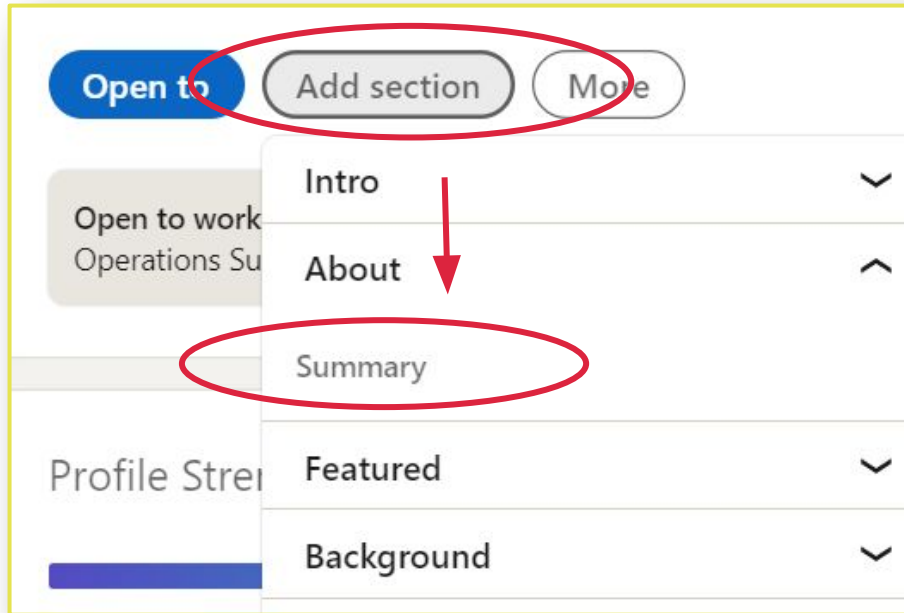
2- Add a headline



Tell people what you're excited about now and the cool things you want to do in the future.

Now it's your turn to build your profile!

3- Add a summary



Describe what **motivates you**, what **you're skilled at**, and **what's next**.

Now it's your turn to build your profile!

4- Add your experience



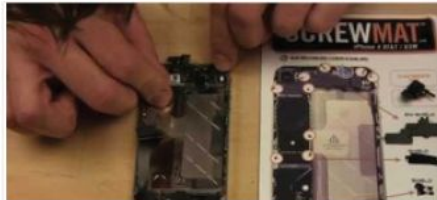
Experience

Repair Technician

Best Buy

June 2013 – August 2013 (3 months)

Worked 20 hours a week in the Service Department, fixing everything from laptops to iPhones. Received 5-star rating from 97% of customers.



A video I made for my teammates on how to replace cracked iPhone screens

People's Aid / Norsk Folkehjelp?
of experience every week

↑

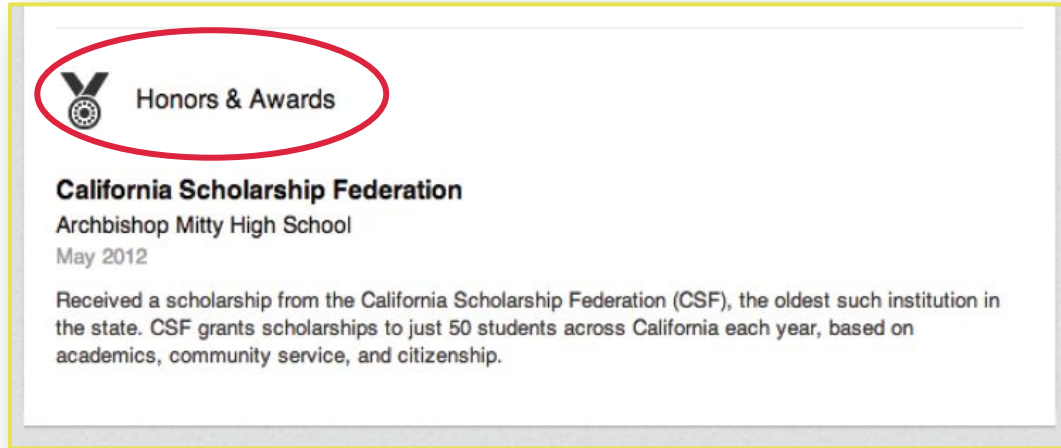
🔒 ☆


Add work dates

List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

Now it's your turn to build your profile!

5- Add your certificates, honors, awards



 Honors & Awards

California Scholarship Federation
Archbishop Mitty High School
May 2012

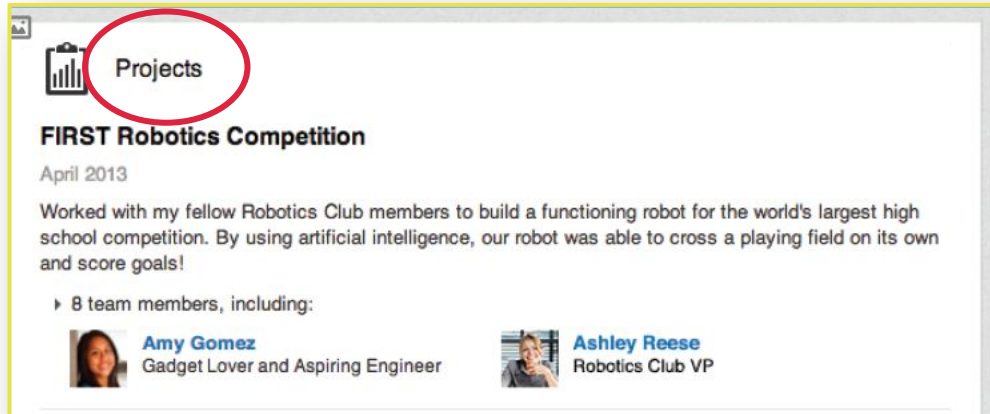
Received a scholarship from the California Scholarship Federation (CSF), the oldest such institution in the state. CSF grants scholarships to just 50 students across California each year, based on academics, community service, and citizenship.

If you earned a prize in or out of school, don't be shy. Let the world know about it!

Keep this section updated!

Now it's your turn to build your profile!

6- Add your projects



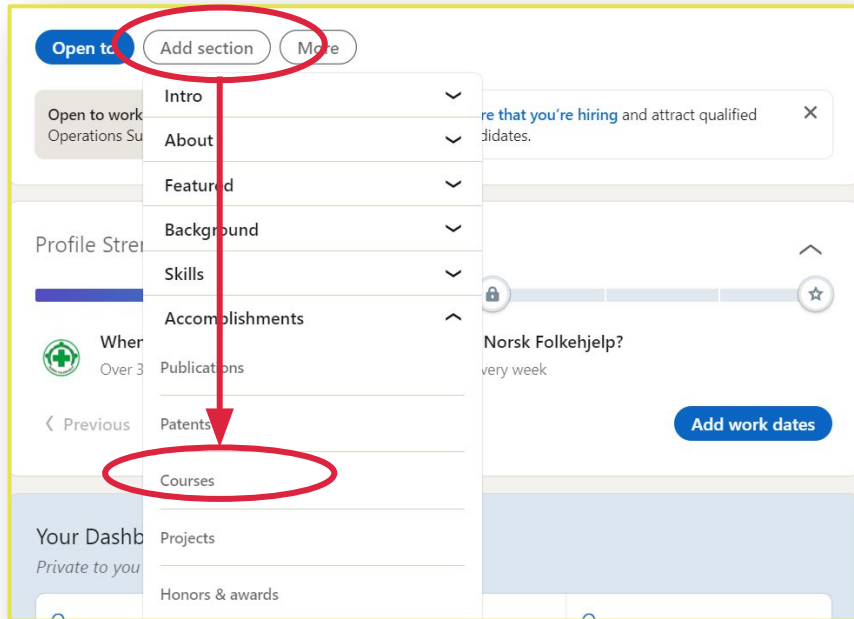
The screenshot shows a LinkedIn profile project entry. At the top left, there is a 'Projects' icon (a clipboard with a bar chart) and the word 'Projects' next to it, both of which are circled in red. Below this, the project title is 'FIRST Robotics Competition' in bold, followed by the date 'April 2013'. The main text of the project reads: 'Worked with my fellow Robotics Club members to build a functioning robot for the world's largest high school competition. By using artificial intelligence, our robot was able to cross a playing field on its own and score goals!'. Below the text, it says '8 team members, including:' followed by two team member profiles. The first is 'Amy Gomez', 'Gadget Lover and Aspiring Engineer', with a small profile picture. The second is 'Ashley Reese', 'Robotics Club VP', also with a small profile picture.

Whether you led a team assignment in school or built an app on your own, **talk about what you did and how you did it.**

Keep this section updated!

Now it's your turn to build your profile!

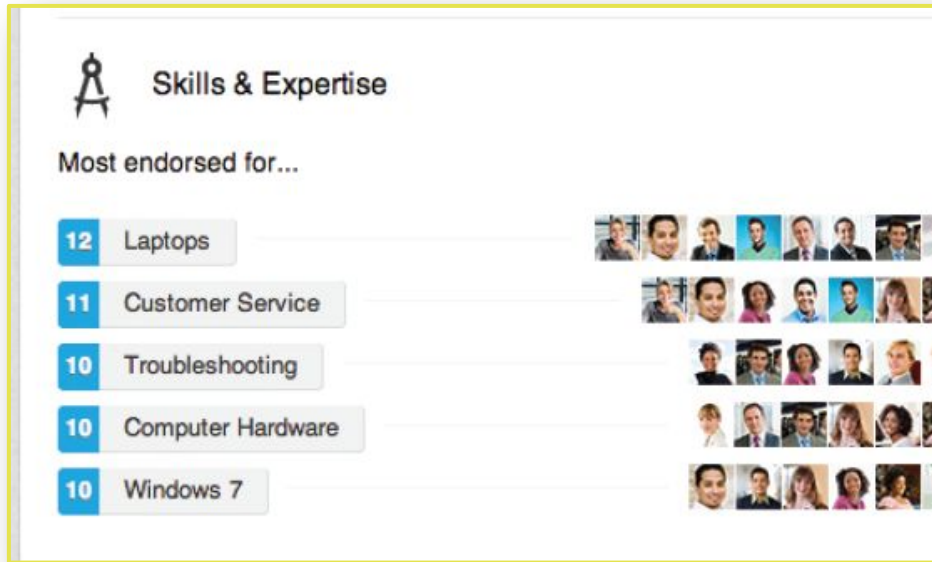
7- Add your courses



List the classes that show off the skills and interests you're most excited about.

Now it's your turn to build your profile!

8- Add your skills and expertise



The screenshot shows the LinkedIn 'Skills & Expertise' section. At the top, there is a wrench icon and the text 'Skills & Expertise'. Below this, it says 'Most endorsed for...'. A list of skills is shown, each with a blue box containing a number of endorsements and the skill name. To the right of each skill, there is a horizontal row of small profile pictures of people who endorsed that skill.

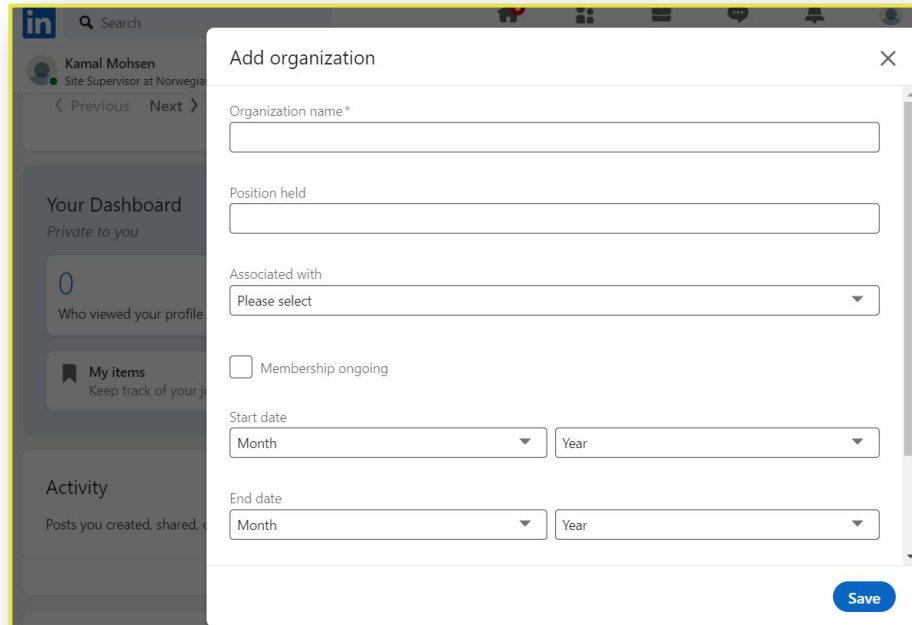
Endorsements	Skill
12	Laptops
11	Customer Service
10	Troubleshooting
10	Computer Hardware
10	Windows 7

Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

Keep this section updated!

Now it's your turn to build your profile!

9- Add the organizations you have joined



The screenshot shows the LinkedIn 'Add organization' form. The form is titled 'Add organization' and has a close button (X) in the top right corner. The form fields are:

- Organization name* (text input)
- Position held (text input)
- Associated with (dropdown menu with 'Please select' as the current selection)
- Membership ongoing
- Start date (Month and Year dropdowns)
- End date (Month and Year dropdowns)

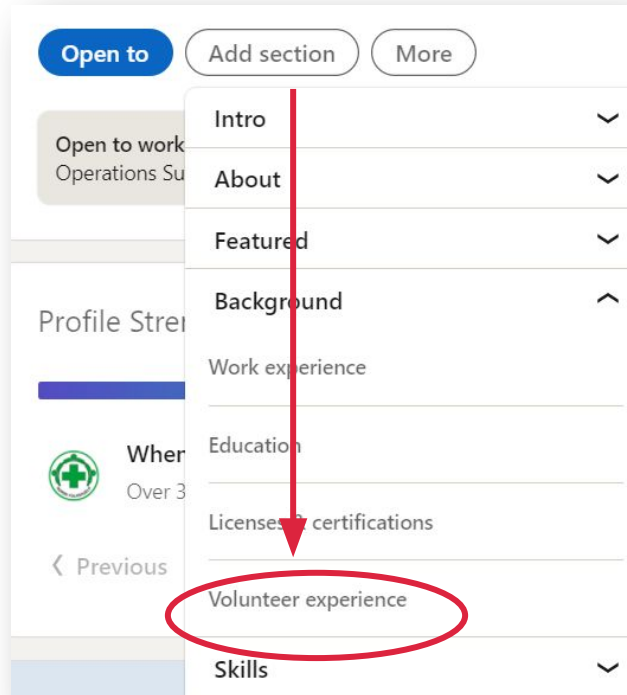
A blue 'Save' button is located at the bottom right of the form.

Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

Keep this section updated!

Now it's your turn to build your profile!

10- Add volunteer experience and cause



Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

Now it's your turn to build your profile!

11- Add your education

Add education ×

Notify network
If enabled, your network may be informed of job changes, education changes, and work anniversaries. It may take up to 2 hours to share your job changes with your network. [Learn how](#) On

these are shared and when

School*

Degree

Field of study

Start date
Month Year

End date (or expected)


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

Now it's your turn to build your profile!

12- Ask for recommendations

Recommendations Received (1) ▾

Repair Technician
Best Buy

 **David Lee**
Manager, Service Department

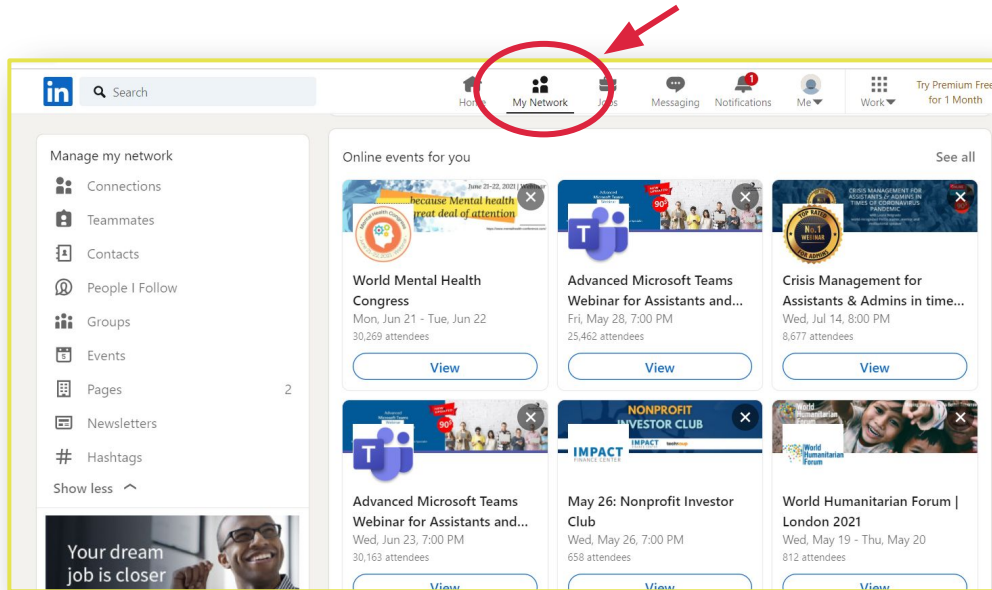
“ Amy was one of the best summer workers I've ever had. She came in and figured out how to fix just about anything, no matter how tricky. And she always made our customers feel good about their experience, even if they were nervous about using technology. Highly recommended!

October 30, 2013, David managed Amy at Best Buy

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

The more you get **RECOMMENDATIONS**, the more recruiters trust you!

Discover existing connections

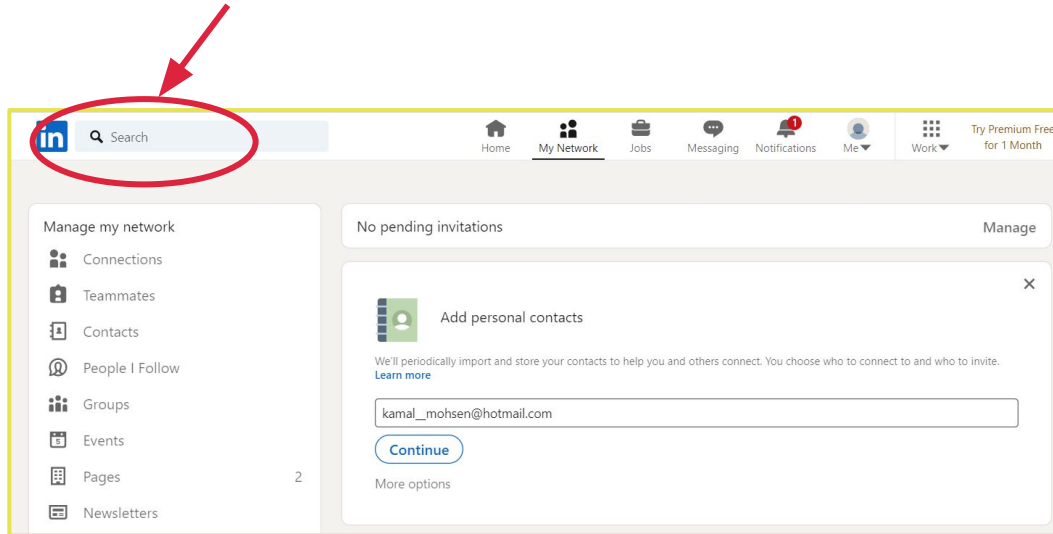


Click “ My Network” in the top of navigation to find people you already know , including:

- Friends and family
- Current and former colleges
- Current and former managers

The “ People you may know” features improves over time as you build your network

Search for new connections



Use the search bar in the top navigation to find new connections by:

- Name
- Company
- Location
- Keyword

How to connect

TOP WORK PLACES 2018

Proudly Atlanta's
#1 Top Place to Work

SalesLoft

in

Kyle Norton • 2nd
Revolutionizing how sellers engage with their buyers.
Atlanta, Georgia

Connect Message More...

SalesLoft
Georgia Institute of Technology
See contact info
500+ connections

You can customize this invitation

LinkedIn members are more likely to accept invitations that include a personal note.

Add a note Send

After clicking
“Connect” you can
send your invitation
immediately or
personalize your
invitation request! By
selecting “Add note”

Thank you!

LET'S STAY IN TOUCH!

