



XAVIER UNIVERSITY

MENTORING PROGRAM

CAREER SERVICES CENTER

Guide to Using LinkedIn

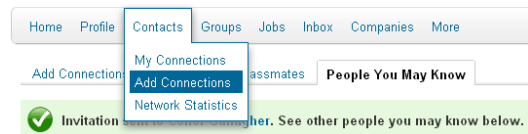
The following four quick steps detail the essentials of setting up your LinkedIn account. Anticipate about 20 minutes to click through the links.

1. Making your profile

- [Sign up](#)
- List your work and education history
Use the Import Resume function to get started quickly. Then go back and fill in details
 - Include dates and detailed descriptions of what you accomplished
 - Unlike your one-page resume, your profile allows for unlimited experiences
- Add a professional photo

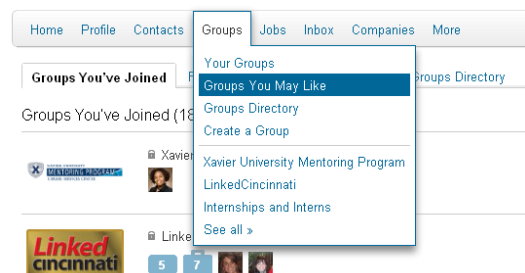
2. Getting connected

- Familiarize yourself with the Connections tab at the top of your profile
- Use the automatic features to find connections
 - Browse through “People You May Know”
 - Import email addresses



3. Joining groups

- Find new connections and show employers your professional interests
- Start by joining the [Xavier University Mentoring Program](#)
 - Discover the network of other mentors and mentees, resources and events



4. Becoming search-worthy

- Update your status with a career-related article or comments about a recent event
- Find key words used on Company Pages and incorporate them into your profile
 - You can also follow companies to receive updates like job postings

Feeling addicted already? Visit the LinkedIn [Learning Center](#) to explore beyond the basics.

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