



# Profile of Scholar & Plan of Future

Choose  **hio** First

# Articulating your Academic and Career Growth Plan

# Tips to create a LinkedIn Profile

<https://www.wordtracker.com/academy/social/linkedin/set-up-linkedin-profile>

The screenshot shows a LinkedIn profile for Jeanne Tan. The header includes the LinkedIn logo, a search bar, and navigation links: Home, My Network, Jobs, Messaging, Notifications, Me, and Work. A banner at the top reads: "Women Directors - Take Part In The North American Society of Business Women. Enroll Today. Ad ...". The profile picture shows a woman in a circular frame. To the right of the picture are buttons for "Add profile section" and "More...". Below the picture, the name "Jeanne Tan" is displayed, followed by her title "Project Director at Kent State University" and location "Cleveland/Akron, Ohio Area · 33 connections · Contact info". To the right of this information are logos for "Kent State University" and "De La Salle University". The "About" section is titled "About" and contains the text: "Experienced Project Director with a demonstrated history of working in the higher education industry. Skilled in MS Office Suite, Drupal, Video Conferencing, Public Speaking, and Materials Management. Strong operations and professional skills with a Bachelor of Science (BS) focused in Computer Science from De La Salle University." Below this is a section titled "Your Dashboard" with the text "Private to you". On the right side of the profile, there are options to "Edit public profile & URL" and "Add profile in another language". Below these is an advertisement for LinkedIn Premium, which says: "Jeanne, unlock your full potential with LinkedIn Premium" and includes a "Try for Free" button. At the bottom right, there is a section titled "People Also Viewed" showing profiles for "S. Khalid Azim" and "Farha Islam".

in Search

Home My Network Jobs Messaging Notifications Me Work Try Premium Free for 1 Month

[Women Directors - Take Part In The North American Society of Business Women. Enroll Today.](#) Ad ...

Edit public profile & URL ?

Add profile in another language ?

Ad ...

Jeanne, unlock your full potential with LinkedIn Premium

See who's viewed your profile in the last 90 days

Try for Free

People Also Viewed

S. Khalid Azim • 2nd  
Vice President ASIC Engineering at...

Farha Islam • 2nd  
Lecturer (Dept. of Electrical & Electronic...

Messaging

**Jeanne Tan**  
Project Director at Kent State University  
Cleveland/Akron, Ohio Area · 33 connections · Contact info

Kent State University  
De La Salle University

Add profile section ▾ More... ✎

**About** ✎

Experienced Project Director with a demonstrated history of working in the higher education industry. Skilled in MS Office Suite, Drupal, Video Conferencing, Public Speaking, and Materials Management. Strong operations and professional skills with a Bachelor of Science (BS) focused in Computer Science from De La Salle University.

**Your Dashboard**  
Private to you

# #1

Put in the  
Time to  
make it  
Awesome

Simply put, the more complete your profile, the better the odds that recruiters will find you in the first place. So, completeness is important from that standpoint. It's also important after a recruiter has found you and decided to click on your profile: He or she wants to know what your skills are, where you've worked, and what people think of you. LinkedIn will actually measure the "completeness" of your profile as you work and offer suggestions on how to make it stronger.

# #2

## Choose a great Professional Photo

Choose a clear, friendly, and appropriately professional image.

A photo can go a long way to convey passion, energy, charisma, empathy, and other soft skills that are hard to write about.

# #3

Be warm  
and  
welcoming

The summary section is your prime opportunity to showcase the good stuff about you, with your target audience in mind. Give them a little chance to get to know you. Be you here.

# #4

Treat your  
profile like  
your  
resume.

Your resume isn't just a list of job duties (or, at least, it shouldn't be)—it's a place to highlight your best accomplishments. Same goes for your LinkedIn profile: Make sure your experience section is fleshed out with bullet points that describe what you did, how well you did it, and who it impacted.

# #5

## Show your Achievements

Recruiters spend countless hours scouring LinkedIn in search of the high performers. And when they find them, they contact said high performers. Knowing this, you'll serve yourself well to market yourself as a high performer in your summary and experience section (think action words, accomplishments, talking about times you've been promoted or hand-picked for projects).



# #6

## Add Projects, Volunteer Experiences, and Languages

Do you speak Mandarin? Have a project management certification? Volunteer for Dress for Success every weekend? Adding these “additional” profile features (listed on the left when you’re editing your profile) is a great way to showcase your unique skills and experiences and stand out from the crowd.

# #7.

## Add Multimedia

“A picture truly is worth a 1,000 words, especially when it comes to showcasing your work. LinkedIn lets you add photos, videos, and slideshow presentations to your profile summary. So instead of just talking about your work, you can show examples. Or show yourself in action. Or share a presentation. Click ‘Edit profile,’ scroll down to your summary, then click on the box symbol, then ‘add file.’”

You can do the same thing for each of your work experiences. So, use this to your advantage: Add your company websites, projects you’ve worked on, articles you’ve drafted, or anything else that can provide a more multimedia look at your work.

# #8

## Request one LinkedIn recommendation a month

When someone says, “You did a great job on that project!” ask him or her to take a snapshot of that success by writing a recommendation on LinkedIn. And don’t be afraid to specify what you’d like the recommender to focus on.

Make a strategic plan for your recommendations. Approach different people and suggest particular skills or experiences you would like them to highlight.

# #9

## Have at least 50 connections

Having 50 or fewer connections on LinkedIn tells recruiters one of three things: 1) You are a recluse who knows very few people, 2) You're paranoid about connecting with others, or 3) Technology and social media are scary to you. None of these are good.

**But DO NOT add people you don't know.**

#10

Make sure  
people can  
find you

Don't forget to add your email address (or blog, or Twitter handle, or anywhere else you'd like to be found) to the **contact information** section of your resume.



At the end of the day, the most exciting people to hire are the people who are the most excited about what they do. So, make sure your LinkedIn profile shows your enthusiasm. Join and participate in groups related to your field of expertise. Share interesting articles or news. Connect with the leaders in your industry.

Academic Roadmap			
	Student Name:		
	Concentration:		
	<b>SEMESTER ONE</b>		<b>CREDITS</b>
	Kent Core		3
	General Electives		2
		<b>Credit Hours</b>	<b>15</b>
	<b>SEMESTER TWO</b>		
		<b>Credit Hours</b>	<b>16</b>
	<b>SEMESTER THREE</b>		
		<b>Credit Hours</b>	<b>16</b>
	<b>SEMESTER FOUR</b>		



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## TO DO:

- **Review Dr. Samba's presentation (Sept 18)**
- **Begin to fill out your CS Roadmap Form**
- **Create LinkedIn Profile, add as many information as you can**



