How to Set up a LinkedIn Profile

1) Go to LinkedIn at www.linkedin.com.

2) Confirm your account through your email address.

Editing and updating your profile is quick and easy, so there’s absolutely no need for advanced technical know-how. Enter your sub-heading, area and industry underneath your name.

3) Edit your profile.

Add your current and past employment as well as your education. Be sure to include descriptions of your past jobs and degrees earned—this way, people will be able to more clearly see your experiences and know what to contact you for.

4) Edit your qualifications.

Add a Summary.

This is a chance to write a more in-depth paragraph to give people an idea of where you stand now in your career, what your strengths are, where you want to go and what you have to offer.
6) Add Specialties.

Specialties act as an extension of the Summary section but in short form. You can list specific skills and areas of expertise.

7) Add Connections

You can have LinkedIn search through your email address book to find people you know. You can also search by a person’s name, job title or company.

8) Add Websites.

Link in your company’s website, your own personal site, your blog, and/or your Twitter account. This will allow visitors to your page to see different aspects of your professional self.

9) Get Recommendations

These are not necessary, but having them can make your profile more complete. For example, you can add Blog Link for a stream of your blog or other website updates. You can add the Reading List application by Amazon to let everyone know what books you’re reading and which ones you recommend.

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