

## Hutchinson Community College

### Career Services

#### LinkedIn- Create Account



Directions to create a LinkedIn account.

1. Go to linkedin.com.
2. Click Join Now
3. Sign up with an email address or Google account
4. Create a password
5. Click Agree & Join
6. On the next screen enter your first name and last name and then click Continue
7. Follow the directions for the security verification
8. Verify Location and then click Next
9. On this screen click 'I'm a student' followed by Continue
10. Enter school information, your start year and end year followed by Continue
11. Log into your email and look for the 6-digit code LinkedIn sent. Enter it in the space provided
12. Search for connections or click Skip for now
13. Add your photo or Skip
14. Scan QR for the app or click Next
15. Follow companies and/or people
16. Finish

Once you have your account set up focus on completing your profile.

1. Personalize your LinkedIn URL. Click the pencil icon (upper right-hand corner). Edit it to something like 'linkedin.com/in/yourname' or 'linkedin.com/in/your-name'.
2. Make your Profile Photo Public. Scroll down the right-hand column to Profile Photo. Click 'Public'.
3. Create a standout banner. This is more than a photo. It's a space to share your message, highlight expertise or showcase what you have to offer. Look for examples on LinkedIn.
4. Complete your About section. Click 'Add profile section' followed by 'Add about'. See AI prompt below.
5. Write your Headline. This is the area right under your name. Click the pencil icon below the banner. This is your first introduction to who you are and/or what you do. Use these 220 characters wisely. See AI prompt below.
6. Fill in other sections of your profile as you have information or content to share.

#### Using AI

Prompt- "I am a student at Hutchinson Community College. Ask me a series of questions to create a LinkedIn Headline and About section." AI will generate a sample headline and content for your About section. Be sure to edit as needed to make information sound more like you and less like it was AI created.