For your photo, select a professional, high quality photo of yourself with a simple background. Smartphones work well for taking your photo. Your headline should tell people what you’re excited about and what you want to do in the future. Think of your headline as the slogan for your professional brand.

Profile Photo & Headline

Customized URL
Your customized URL can be added to your resume and makes your LinkedIn easier to find.

Summary
Your professional summary should describe what motivates you, what you’re skilled at, and what’s next. Remember to highlight relevant experiences.

Experience
List the positions you’ve held, even if they were part-time, along with what you accomplished at each. Include titles, locations, and dates for each position.

Organizations
Have you joined any clubs or organizations at school or in your community? Be sure to describe what skills you used or what you did with each club or organization.

Education
Starting with college, list all the educational experiences you’ve had. Include location, degree, majors, minors, and dates.

Volunteer Experience & Causes
Even if you weren’t paid for a position, be sure to include it. Recruiters often see volunteer experience just as valuable as paid work. It also shares more insight into who you are and what you care about.

Skills & Expertise
Add at least five key skills - and then your connections can endorse you for the things you’re best at.

John B. Ennie
Honors graduate seeking finance position.
St. Joseph, MN

Previous Education
Career Ambassador
Saint John’s University

St. John’s University, Collegeville, MN Bachelor of Arts, Accounting and Finance September 20XX - May 20XX (expected)

Saint John’s University, Collegeville, MN Bachelor of Arts, Accounting and Finance September 20XX - May 20XX (expected)
BUILDING CONNECTIONS

Why is it important?
- Building connections is one of the most effective career exploration and job search strategies.
- Learn about careers from the inside and find out about internship/job opportunities that are not advertised.
- Build a list of contacts in your field of interest.
- Future employment: recruiting stats indicate 70-80% of jobs are landed using a network.

How can I build connections?

1. LinkedIn
   Through LinkedIn, you can find and connect with CSB/SJU alums through the College of St. Benedict, Saint John’s University, and the joint College of Saint Benedict and Saint John’s University LinkedIn pages by using the LinkedIn alumni tool.

2. Handshake
   Use Handshake to both search and apply for jobs, network with other Bennies and Johnnies on the platform, and register for events to help you explore employers, volunteer, and graduate school opportunities.

3. InterAction
   InterAction connects CSB/SJU students with alums for a casual, informal career conversation. Select an alum based on career interests to meet for lunch, coffee, or virtually.

4. SEAM Program
   The Student Exploration through Alum Mentorship program matches students with alums for three informational interviews, two informational interviews with a colleague, and one site visit either in-person or virtually during spring semester.

Next steps...
- Complete your LinkedIn profile and have it reviewed by Career Ambassadors.
- Join the CSB/SJU Career Connections and CSB/SJU Alums LinkedIn groups.
- Start building connections through LinkedIn, Handshake, InterAction, and/or the SEAM Program.