



Notre Dame Specialized Master's Programs LinkedIn Guide

Mendoza Graduate Programs Career Development

Notre Dame Specialized Master's Programs LinkedIn Guide Table of Contents:

LinkedIn Overview.....	page 3
LinkedIn Headshot and Headline.....	page 4
Summary and Customized URL.....	page 6
Work History and Header.....	page 7

YOUR LINKEDIN PROFILE

While you get to choose who you share your resume with, your LinkedIn profile page is your “evergreen”, always-on personal branding/selling tool. Recruiters are increasingly leveraging the tool to find talent; consider these stats:

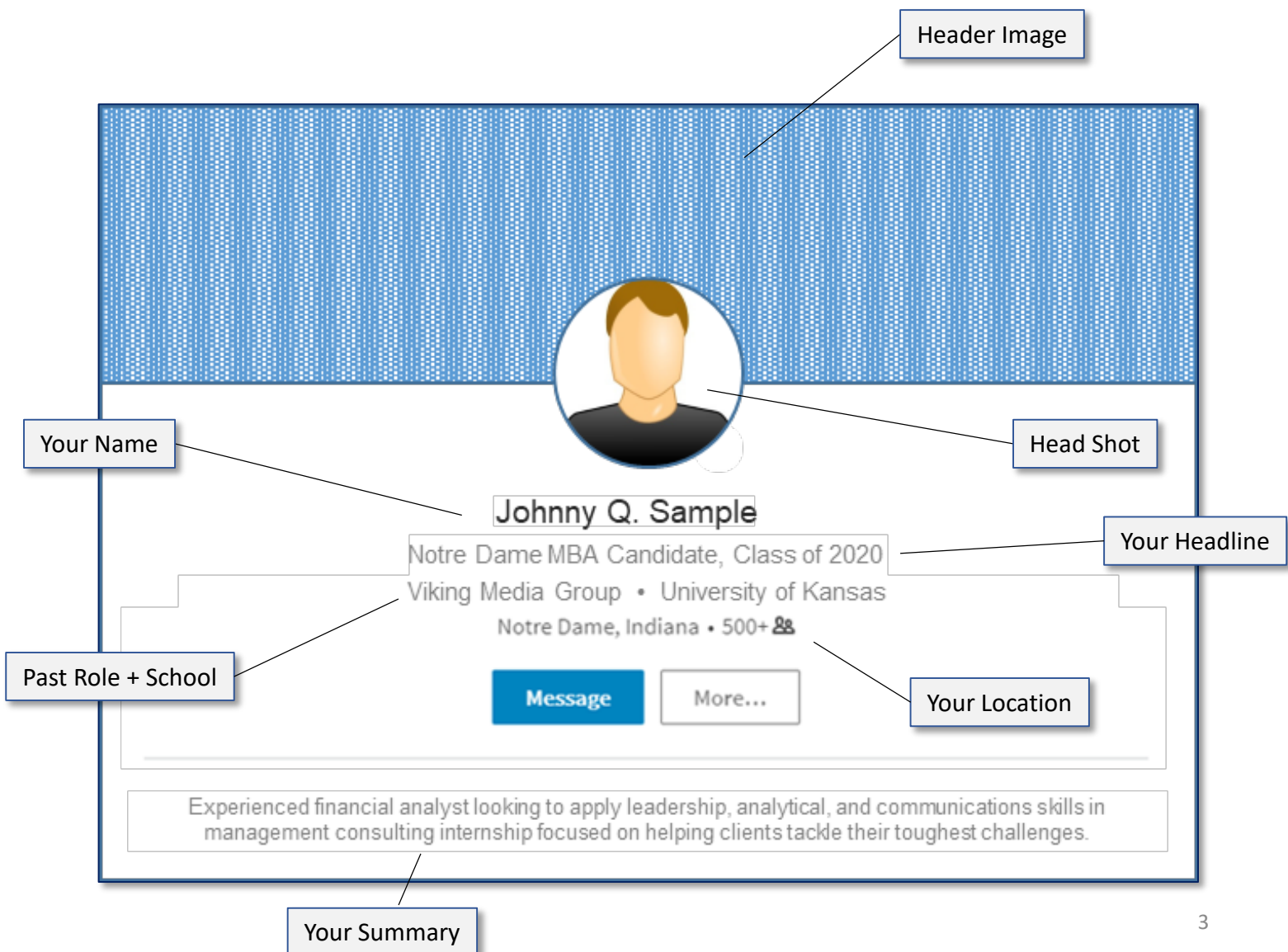
- 95% of recruiters say they use LinkedIn to find and/or vet candidates
- 79% of recruiters say they have hired through the site

With that in mind, maintaining a good LinkedIn profile is incredibly important. Thankfully, it’s not that hard to do so. This guide will step you through some of the more important aspects of the platform.

And, yes, you HAVE to have a LinkedIn page (some students do ask).

LINKEDIN TOP BOX OVERVIEW

The top box is what LinkedIn users will see by default (i.e., without scrolling down). In that regard, the content contained here will likely form your first impression. For that reason, you must spend some time optimizing this.





LINKEDIN MUST-DO #1: CHOOSE A PROFESSIONAL HEAD SHOT



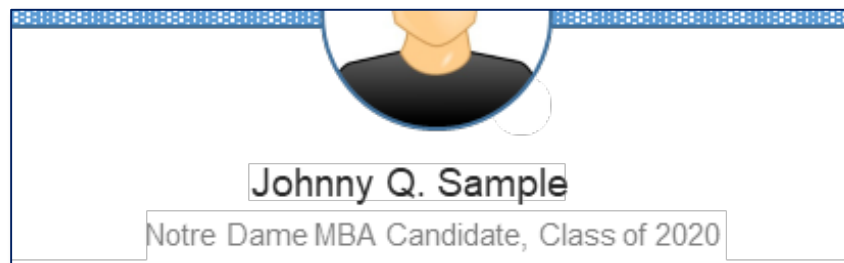
Select a professional photo; don't just crop a photo of yourself from a wedding reception or a night out at the bar.

If you don't have a professional head shot right now, that's okay—all students will have professional photos take during Orientation, and those can be added to LinkedIn later.

Here's how to update your LinkedIn head shot:

- Click on the  icon to the right of your name
- Click on the  icon in the bottom right corner of your head shot image

LINKEDIN MUST-DO #2: PUT YOUR HEADLINE TO WORK




Choose a headline that tells the reader more about you (and it shouldn't be your job title). Here are some examples:

- Notre Dame Master of Science in Management Candidate, Class of 2023
- Notre Dame Master of Science in Management Candidate | Seeking Management Consulting Role (if you're ready to be this definitive)
- Experienced Financial Analyst | Notre Dame Master of Science in Management Candidate (if you'd like to showcase some of your experience)

You have 120 characters to work with- 220 if you enter via the LinkedIn mobile app; don't be afraid to use them all!

Here's how to change your headline:

- Click on the  icon to the right of your name
- Enter your content into the "Headline" box

LINKEDIN MUST-DO #3: START STRONG WITH YOUR SUMMARY

Experienced financial analyst looking to apply leadership, analytical, and communications skills in management consulting internship focused on helping clients tackle their toughest challenges.

This is the last aspect of your profile that can be viewed without scrolling down the page, so it's important to use the summary to give your reader an idea of who you are and/or where you're trying to go.

It's important to start strong here; only ~310 characters are visible by default when viewing on a PC, and just 150 characters are visible by default on the LinkedIn mobile app. Choose your first sentence or two very carefully!


Here's an example of a good, concise summary for a Master's student:

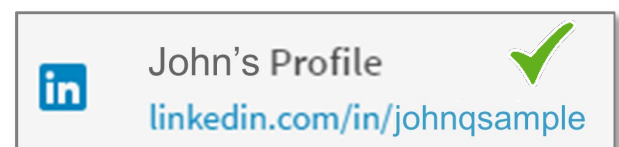
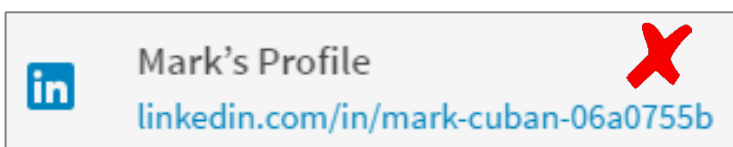
"I am a Master of Science in Management candidate with internship experience at a major U.S. auto insurance company. I am pursuing a post-grad career in marketing, driven by data analytics."

If you're not sure what you'd like to do upon graduation, you don't have to be as specific in your summary, but you should still do what you can to tell the reader your story.

You can use all 2000 characters when writing your summary, but you should know that the vast majority of LinkedIn users will not read beyond what's displayed by default.

Here's how to update your LinkedIn summary:

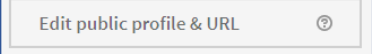

- Click on the  icon to the right of your name
- Enter your content into the "Headline" box

LINKEDIN MUST-DO #4: CUSTOMIZE YOUR LINKEDIN URL

Your default LinkedIn URL is often pretty ugly (e.g.,: www.linkedin.com/in/mark-cuban-06a0755b/). This isn't something you want to put at the top of your resume


Thankfully, you can edit the URL to be more resume-friendly (e.g.,: www.linkedin.com/in/johnqsampl/).

Here's how to customize your LinkedIn URL:

- Click on the  icon at top right (to the right of the header image)
- Click on the pen icon to right of URL (www.linkedin.com/in/jamesbsullivan  ; top right) and enter your new URL

LINKEDIN MUST-DO #5: ADD CONTEXT IN YOUR WORK HISTORY

Experience




Finance Manager
Viking Media
May 2016 – May 2017 • 1 yr 1 mo
Chicago, IL

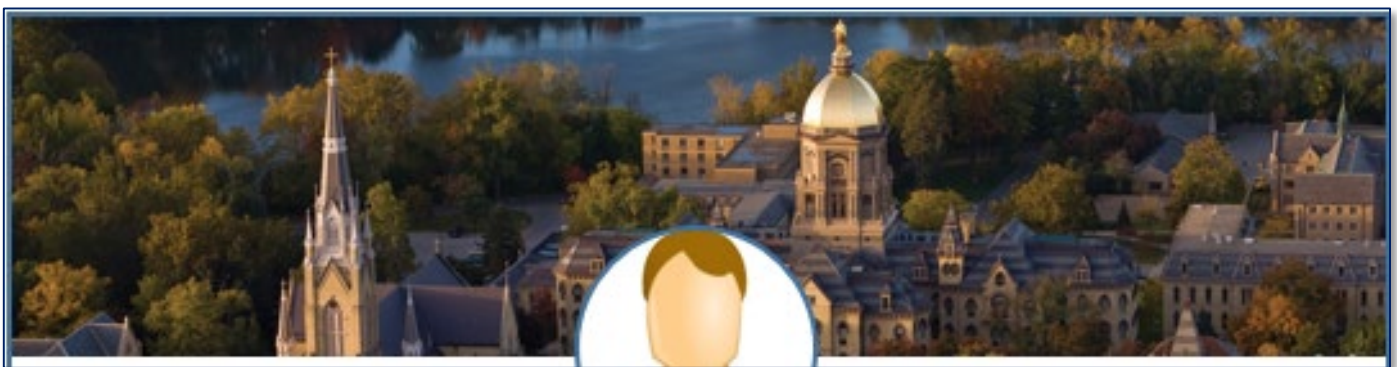
- Led three-person team through reporting and analysis of broadcast revenue; presented insights during business reviews, budget updates, and Investor Relations calls

Within the “Experience” section, you’ll want to provide additional context by including details for each role. Three to five bullet points for each role is probably all you need.

Do not copy and paste bullet points from your resume; brevity is preferred on LinkedIn, and a more conversational approach is generally better here. Also, keep mobile in mind—the default view on LinkedIn’s mobile app only shows company names and job titles. Even those who want to read more won’t want to read a novel. Leverage industry key words, especially if interested in returning to the industry.



Here’s how to edit your work experience:

- Click on the  icon to the right of one of your roles
- Enter your content into the “Description” box

ADDITIONAL RECOMMENDATIONS: CUSTOMIZE YOUR HEADER IMAGE

LinkedIn will automatically fill this with a default image for you, so it will not be blank. That said, choosing a photo that tells the reader more about you (e.g., your school, an industry you’re passionate about, etc.) can bring more energy to your page.

Here’s how to change your header image:

- Click on the  icon to the right of your name
- Click on the  icon in top right corner of the header image
- Navigate to, and select, your new header image

ADDITIONAL RECOMMENDATIONS: BEST FOOT FORWARD

- Work to have more than 50+ connections on LinkedIn. This shows your engagement in the overall networking/job search process.
- Add skills to your profile. Many recruiters will do keyword searches to find candidates, don't miss out because you didn't have them listed in either your skills area or within the body of your experience.
- Don't worry about endorsements. Since anyone can endorse individuals on skills, it's not seen as an overall value add.
- Follow your target companies; or at least those you are extremely interested in. Recruiters have been known to look at that as an additional sign of interest.
- Join appropriate groups or pages that align with your career focused interests. Groups can help get you access to additional members and help bypass the character limit on LI messaging.
- Consider getting recommendations; this only helps increase your potential candidacy for some recruiters

ADDITIONAL RECOMMENDATIONS: PROFILE SETTINGS

Job Seeking Preferences – they can help do the work for you.

- A few settings we encourage you to set to you are:

Let recruiters know you're open to opportunities

Share that you're open and appear in recruiter searches matching your career interests

We take steps not to show your current company that you're open, but can't guarantee complete privacy. [Learn more](#)

Yes

Signal your interest to recruiters at companies you have created job alerts for

This will be applied for companies that you have created job alerts for.

We will only share your interest with recruiters who may want to contact members who create job alerts for their company, but can't guarantee complete privacy. [Learn more](#)

Yes

[Manage job alerts](#)

Sharing your profile when you click apply

Choose if you want to share your full profile with the job poster when you're taken off LinkedIn after clicking apply

Increase your chances of being viewed by sharing your full profile with the job poster when you're taken off LinkedIn to apply

Yes

**Find them all under: Profile >
Settings & Privacy > Job Seeking
Preferences**