



## Effectively Using LinkedIn – Worksheet

### Network Activity Statements:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Profile Components:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Current Position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Past Position(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**\*Recommendations – Include 2-3 from every previous job, your school time, groups or associations you are in.**

**Current Job:**

1. _____	2. _____
_____	_____
_____	_____
_____	_____
_____	_____
3. _____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Educational/School Recommendations:**

1. _____	2. _____
_____	_____
_____	_____
_____	_____
_____	_____
3. _____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Groups/Associations Recommendations:**

1. _____	2. _____
_____	_____
_____	_____
_____	_____
_____	_____
3. _____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Professional Contacts List:**

**Former Employers:**

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**Co-Workers:**

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**Neighbors:**

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**Club Members:**

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**Other Professional Associates:**

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**Friends:**

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**Groups to research and add to profile:**

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**Other:**

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