



# MSU Law Career Services Office

## LinkedIn Guide

### NAME

- Include your full name, not abbreviations
- Put nicknames or maiden names in parentheses so others can easily find you

*NOTE: Turn off activity reporting before you update your profile, unless you are adding something new and the description is already prepared.*

### CONTACT INFORMATION

- At a minimum, provide your email address
- Use professional information; do not include home address or cell phone
- Include any professional websites and social media accounts

*NOTE: Create a customized LinkedIn URL and include it on your resume, e-mail signature, and business cards to make it easy for people to connect with you.*

### PHOTO

- You are seven times more likely to be found in searches with a photo
- Include a professional headshot or, at minimum, a good picture with a plain background
- Make sure there is no one else in your photo and the picture isn't too far away

### HEADLINE

- Create a concise keyword-focused brand statement describing how you want to be known

#### **Law Extern for Michigan Attorney General | Innovation Assistant for LegalRnD | Ms. JD Fellow**

Greater Detroit Area | Legal Services

Current            State of Michigan Department of Attorney General, Michigan State University  
College of Law, ZeekBeek

Previous            Darrin Camilleri for State Representative, Michigan State University College of  
Law, Berkman Klein Center for Internet & Society at Harvard University

Education           Michigan State University College of Law

### SUMMARY

- Spend some time crafting a one-paragraph mini-biography, similar to an objective statement
- Do not summarize your resume, but provide a first-person account of the skills, experiences, and interests you have to offer

- Write in short, strong bursts and focus on what differentiates you; use a great opening line

My journey to law school has been an exciting adventure, full of interesting and unique work experiences. From a recruiting analyst to an intramural referee, the positions I have held over the past years have been greatly beneficial in shaping the worker I am today. Hardworking, driven, and self-motivating are but a few words which describe me as both a worker and a student.

I have 3 years of tutoring experience, 2 years of Human Resources experience, and 1 year of Recruiting experience. Though these positions differ greatly in their required skills and knowledge, all have taught me essential skills, which every worker needs in order to grow and thrive in the workplace.

In my free time, I enjoy playing golf and hockey and have taught myself how to play guitar. With music being such an influential part of my life, I decided to pursue a career in Intellectual Property, with the hopes of understanding more about the music industry and the intricacies involved when making an album.

## EXPERIENCE

- Provide all of your work and professional experiences with brief descriptions for each role
- Do not copy and paste your resume
- You may use the first person pronoun to describe the work of the organization

### **Teaching Assistant, Constitutional Law and the Regulatory State**

Michigan State University College of Law

January 2017 - Present (2 Months) | Lansing, Michigan Area

Responsible for a class of 90+ first-year law students. I ensure that attendance and participation are properly recorded, respond to student questions in person and via email, and hold labs geared toward exam preparation.

### **Assistant Debate Coach**

Traverse City Area Public Schools

June 2013 - February 2015

Primarily responsible for research, teaching and chaperoning students at off-site tournaments across the country. Developed lesson plans which tailored instruction the specific pedagogical needs of our students.

## EDUCATION

- Include all higher education
- You may also include a brief description for each higher education experience, such as why you went to law school or decided to pursue a particular major

### **Michigan State University College of Law**

Juris Doctor 2015-2018

In the first year at Michigan State University College of Law, I was elected to the Student Bar Association as the Communications Director and am a Junior Ambassador with the admissions office. Further, in addition to my first year courses, I opted to take a specialized research and writing course which was focused on intellectual property. I also participated in the intellectual property advocacy class and worked on a project dealing with copyright infringement and the Hunger Games series. In the fall, I will be participating in the Conflict Resolution Clinic to gain experience as a mediator and negotiator.

## OTHER SECTIONS

- Use the other sections to further illustrate your skills and experiences
- Highlight volunteering/community services, professional associations (societies, bar associations, etc.), publications, certifications, patents, courses, honors/awards

## JOINING GROUPS AND NETWORKING

- Join relevant groups
- Engage in conversation by posting and commenting with people in your network

## RECOMMENDATIONS AND ORGANIZATION

- Ask former supervisors and professors to provide you with LinkedIn recommendations
- Organize your profile to prioritize certain sections, such as patents or certifications, but your experiences and education should be towards the top

*NOTE: Look at the profiles of those you admire or other professionals you aspire to be like for ideas.*