



IGP Professional Portfolio Guidelines – create a Linked-In Profile

This online profile of you will be part of the process for you to secure your internship for your spring semester abroad. This is how you will make a first impression with future internship mentors, our partners and eventually future employers. We hope that you will be able to use this linked-in account way beyond your graduation in to your professional career as a helpful professional networking tool.

Go to www.linkedin.com and sign up to create a profile. Include a few basics and once you have signed in, please use the link below to learn more about creating an effective linked in profile. <https://www.linkedin.com/in/chaimshapiro>

Once you created a profile, please search for “Liliane Palm” and send me a request. I will then connect you to the “Interdisciplinary Global Programs Alumni” group.

Please find below some details, that we would like for you to include onto your current Linked-in Profile to meet our IGP requirements. Have a first draft available by November 20, 2016. This will be the basis to our Linked-in Workshop for December 1 or 2, 2016. Respond to your meetup on GW and mark the details on your calendars.

Create your Linked-in Profile in English and upload your updated resume in English

This is due December 1, fall junior year.

Introduce yourself, highlight your professional and linguistic aptitudes

Create a one to two paragraph introduction of yourself. If an employer asks you to sum yourself up in a sentence, what would you say? Think of your “elevator speech”: a 15-30 second speech that sums you up when you introduce yourself. What do you want to highlight? What makes you the best fit for the institution that you are aiming to work for? What sets you apart from other candidates and graduates?

For the purpose of securing your internship abroad: include your professional goals and aspirations. Do you have a specific interest area in research (science or engineering), are there companies or career paths that you are envisioning? What are some skills you bring and what are other skills you are hoping to expand on.

Profile picture

Include a high quality professional portrait/head shot for the profile. This picture can also be included onto your foreign language resume. Elizabeth Glass (Elizabeth.Glass@nau.edu) regularly holds professional development workshops and takes professional pictures for students. If a friend is helping you out, make sure that you are groomed, with a pressed shirt or blouse and your background and lighting appropriate, with your face clearly visible. If

you need assistance, please email Rebecca.Deadmond@nau.edu to set up an appointment to get a picture taken.

Resume

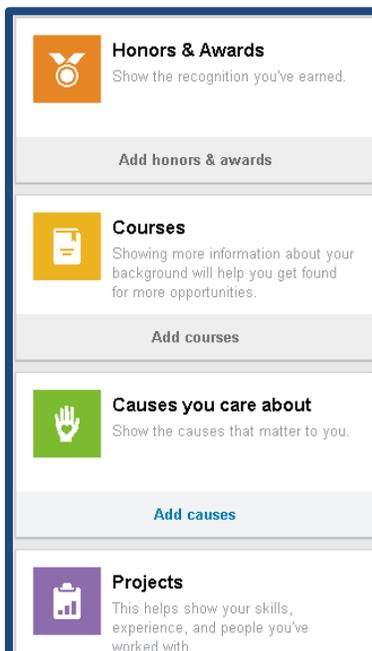
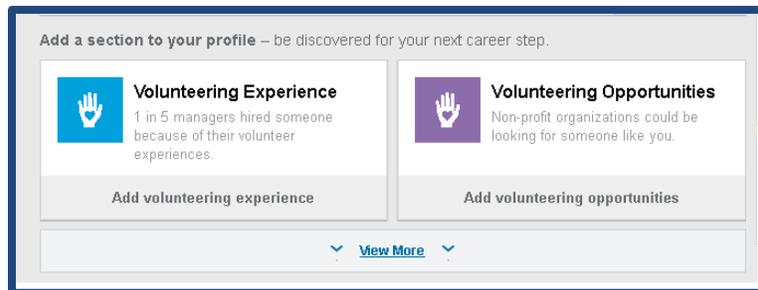
Create an up to date resume in English. Consult NAU career services and [the University Writing Commons](#) to get guidance on articulating your experiences properly. Please attend the IGP resume workshop in September for a refresher on how to create a good US formatted Resume.

Here is some guidance on how to upload the resume to your linked-in profile:

- 1) Upload your resume (in PDF) to a Google Drive account (doesn't matter which account you use, the viewer won't be able to see your email). You all have access to google drive through your NAU email account.
- 2) Created a shareable link (right click > "Get sharable link" (it automatically gets copied))
- 3) On your linked-in profile ("me"), click the edit intro icon and scroll down.
- 4) Click "Link to media"
- 5) Add the copied link from google drive

Relevant coursework

Once you have created a profile, you will find a "Add a section to your profile" and click on "View More" to access a list boxes. Find the "Courses" and "Projects" box to include relevant courses you have taken thus far.



1. GSEP: List any relevant *courses* you have taken. Be sure to emphasize coursework that you believe will make you successful in the internship role you are seeking. The "courses" section on Linked In is quite limited. You can highlight any detailed description as outlined below in the Relevant Experience section. Highlight any group *projects* that have trained you in the relevant skills you are looking to enhance during the internship.

2. GBP: Highlight your relevant *courses* and skills you have acquired with the type of internship in mind that you wish to secure. The "courses" section on Linked In is quite limited. You can highlight any detailed description as outlined below in the Relevant Experience section. Emphasizing your soft skills as much as your knowledge in the field will be very helpful for you. Also include any relevant *projects* that highlight your leadership and industry skills.

Relevant work experience

This is the most challenging portion of your profile. Under the “Experience” section, you can include any professional experience. At this point in your undergraduate career, you will have limited information to add to this.

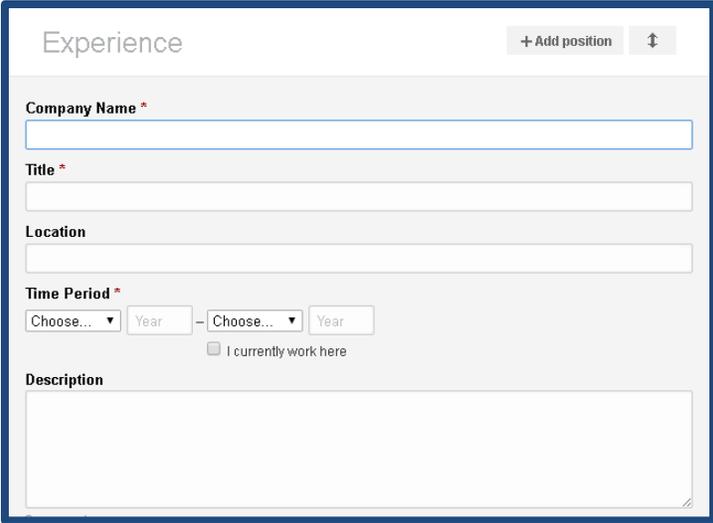
You can instead include any relevant work, practicum, internship or even school project experience that highlight your knowledge in your field. Highlight your leadership skills. Highlight your knowledge built during a team project. It might be a slight repetition from your projects area but the “Experience” adding a “new position” section will allow for a lot more flexibility. Use the preset categories on Linked In in the broader sense to describe any interesting experience through school projects, clubs and organizations that you have participated in.

For example:

Company Name = [Northern Arizona University](#)

Title = [Group Leader in HA210 group research project](#)

Description: [Include detailed description. High light leadership skills, specific industry or technical knowledge acquired etc.](#)

A screenshot of the LinkedIn 'Experience' section form. The form is titled 'Experience' and has a '+ Add position' button and a vertical sort icon in the top right. The fields include: 'Company Name *' (text input), 'Title *' (text input), 'Location' (text input), 'Time Period *' (two dropdown menus for 'Choose...' and 'Year', a minus sign, another dropdown for 'Choose...' and 'Year', and a checkbox for 'I currently work here'), and 'Description' (a large text area).

You will have the option to attach documents, pictures and videos to this section. This is a great way to stand out and also demonstrate the skills you gained in your projects. Remember to keep this updated as potential internship mentors will look at your accumulated experience in preparation to offer you an interview upon your arrival abroad.

Create a Profile in your Foreign Language

See [here](#) for how to add a secondary language profile.

This completed profile in your foreign language is due February 20, spring junior year.

This profile should highlight your linguistic aptitude and show that you master professional communication in your foreign language. **Please include the elevator speech and your resume in your foreign language, though the rest of the profile does not need to be as in depth as the English version.**

Translate your introduction in English and include your professional goals in this section. When we send these out to our partners, they will view them in your foreign language and this is the first impression they get.

Upload your foreign language resume to this profile under “edit intro” as listed above (p. 2).

Pay attention to regional formatting requirements when you create a resume in your foreign language. Find standard templates on GW and consult with your language mentor to fine tune the details of your resume once you have worked on it with friends and native speakers. This is very hard, but very important work. Keep this version up to date as well as it greatly highlights your cross-cultural experience and attention to detail well into your professional career. For the foreign language translation, work with each other, consult native speaker friends and bring a solid translation to consult with your language mentor for guidance. Make sure you have several sets of eyes to help you carefully proofread. IGP staff is available to help you as well.

Group Wrangler – last but not least

Please post the link of your completed profiles on your GW profile under the “Settings” tab under “General Settings” into the text box for your Portfolio site. This allows other IGP students to review your page and learn from you.