

Networking with Alumni on LinkedIn



Create a Professional LinkedIn Profile

Creating a LinkedIn account with a professional profile is essential if you want to network with alumni from Augsburg. LinkedIn is a very easy tool to set up, with step by step instruction through the process. Go to <https://students.linkedin.com> to get started.

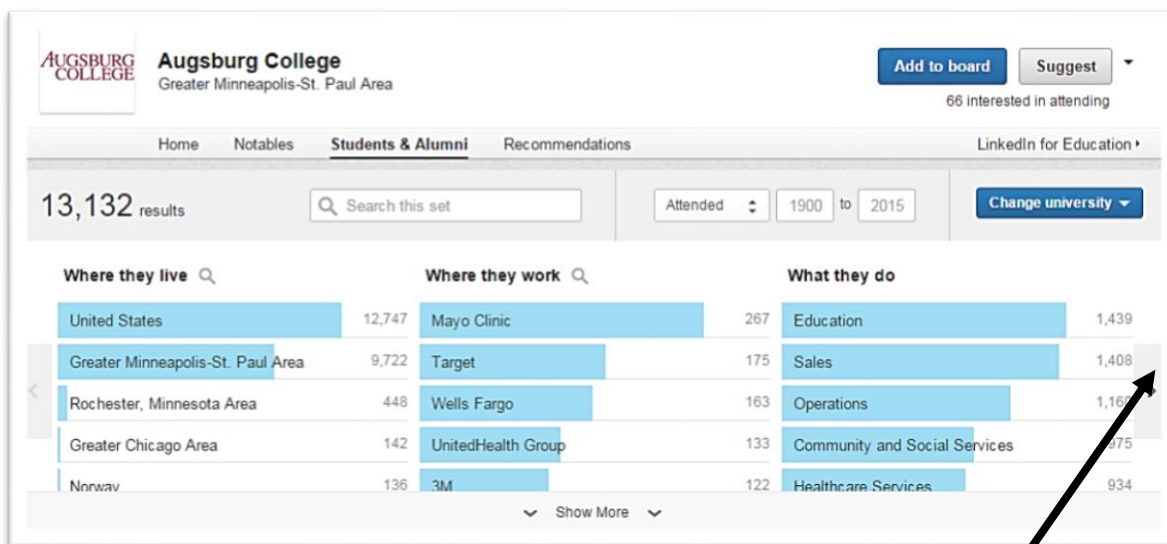
Students after you have set up an account, meet with a career counselor to make sure it is error free and reflects you at your best! You can get a quick review during walk-in hours.

Be sure to join the [Augsburg College group \(www.linkedin.com/groups/81740\)](http://www.linkedin.com/groups/81740) to start building your Auggie Network! Once a member of that group, you can also join the [Auggie Student-Alumni Connections \(www.linkedin.com/groups/3179903\)](http://www.linkedin.com/groups/3179903) sub-group which is a smaller network of people specifically interested in making connections with students and other alumni.

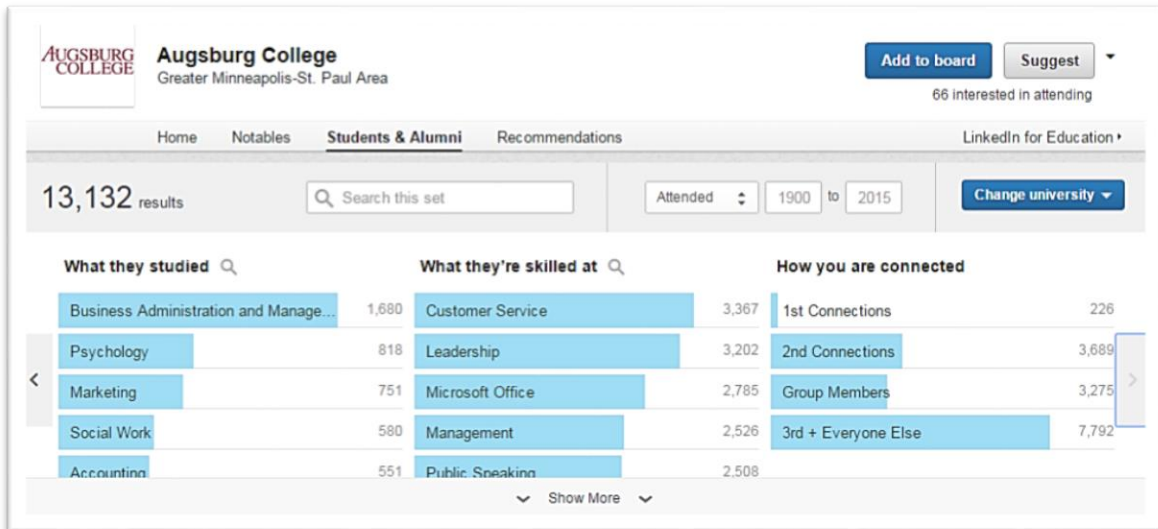
How to Find Alumni on LinkedIn

After you have finished setting up an account, follow these steps to find alumni:

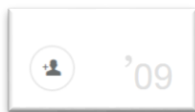
- Go to your home page's toolbar and select Network.
- Select **Find Alumni** from the drop down menu. The following page will appear



The arrow on the right will open the next page with more criteria.



- Select the particular bar graph that you want to learn more about and you will see that all other bar graphs will shift to give you more information regarding your selection. For example: if you select Psychology under the heading “What they studied,” all other columns will shift to reflect every alum who studied psychology so you will see where this group works, where they live, etc.
- When you have made your selection, scroll further down the page to see the actual names and profiles of these alumni.
- Click the Connect icon beneath the photographs of the person you want to contact



- Click Add a Personal Message
- Delete the auto message and type your specific, polite request. (There is a character limit.) Here are examples of messages you could write:

*Dear Mr. Smith,
I am currently pursuing a degree in Marketing at Augsburg College and would like to speak with alumni who are working in the field. Would you be willing to grant a brief informational interview at your convenience? If so, please let me know when you would be free and how I may contact you.
Thank you, Sherri Witt*

*Dear Ms. Drake,
I am a second year student at Augsburg College and researching degree and major options. Would you have time to speak with me about your work at the DNR? Biology is very appealing and I would appreciate a half hour of your time.
Thank you for considering my request.
Sincerely, Mark Bennet*