#### 301 Miranda Hoang Memo concerning LinkedIn Best Practices

**MEMORANDUM**

To: ENGL 301-Team RDH Writers

From: ENGL 301-Miranda Hoang RDH Writer Team Member

Date: June 22, 2021

Subject: Summary of best practices for professional networking on LinkedIn

As per the assignment I am writing to you to provide a list of ten best practices for using LinkedIn as a professional networking site. Research shows that employers prefer to hire people they have connections with, and networking using LinkedIn is a form of relationship building.

* Ensure the professional profile is complete with a good introduction, a profile photo, headline, summary, and experiences including education.
* Connecting with professors, classmates, friends, coworkers, and members of professional clubs. These connections can enable personal and professional growth through job connections and advice.
* Engage in meaningful conversations. Foster relationships making networking efforts most beneficial. Building relationships with those in your chosen career will give the most relevant information and advice.
* Building connections through liking or commenting on posts, joining groups, asking for advice, posting comments.
* Remain open minded. Not everyone will benefit you professionally, but you never know who is connected to whom.
* Gather information. If you have set up a networking meeting, learn as much as you can about the person you are meeting with demonstrating your enthusiasm.
* Networking builds mutually beneficial relationships. It is important to be available and help those in your network when they ask for help. This shows respect and increases the likelihood that they will return the favour.
* Maintain positive connections. Sending a thank you message to show appreciation to anyone who has offered you advice will build that positive connection.
* Maintain professionalism regardless of who you are communicating with.
* Lastly, keeping your LinkedIn page organized and easy to follow.

If your anything like me, the idea of networking feels uncomfortable and scary, but networking is not just happening through planned events, it occurs in our daily interactions with those around us. Taking the time to discuss our goals with our friends and colleagues is a form of networking. Once we explore and gain confidence using LinkedIn, it could be an invaluable tool in achieving future goals.

**Works Cited**

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