



## Teacher Notes: How to Write a LinkedIn Profile Summary (Transitioning Military)

Transitioning military need a LinkedIn profile that helps them convey the skills they gained while serving our country. The profile must be well-written, professional and “connect the dots” between military service and the business world.

### The impact:

Employers often check a person’s LinkedIn profile during the interview process. LinkedIn is also a place for transitioning military members to gain experience in professional networking.

### Skills the class will learn:

- Effective writing
- Self-representation
- Brevity
- Critical thinking

### Notes for the exercise:

- Before everyone begins, have them read pages 165-167 of *Wait, How Do I Write This Email?*. It’s important for the class to understand the fundamentals of a solid profile summary before you dive into the version specifically for transitioning military.
  - o You may even want the class to read these pages out loud.
- Then, to write the profile summaries, direct the class to use three-step guide on pages 169-170 but amend it using my instructions on the “Classroom Activities” page.
  - o The key is step 3. It’s important for your class to understand they need to demonstrate how the soft skills they gained in the military (ex: handling stressful situations) can transition to the business world.

### Questions to ask the class:

- How did you describe yourself in Step 1, Step 2 and Step 3? Which step was the most challenging?
- Did you make sure to explain (in Step 3) how you will bring the skills you gained in the military to the business world?