Online Resume

You can add your resume to your website on its own page or as a PDF download. When you upload your resume, ensure that your home address isn't listed to maintain privacy.

There are multiple platforms online that allow you to create a resume using pre-designed templates, the most popular being LinkedIn. These profiles often have added features such as the ability to:
- Add a profile picture
- Add imagery to your resume
- Affiliate yourself with alumni groups or professional organizations
- Measure your network by linking to peers, colleagues, and employers
- Solicit recommendations and endorsements
- Add links to your website and social media profiles

LINKEDIN
LinkedIn is a powerful online tool for creative professionals. In addition to providing a public platform for your resumes, LinkedIn is a tool that will help you quantify and grow your network. It can also be a powerful research tool to:
- Determine the size and structure of a company
- Study qualifications and career choices of people working in your field
- Find out who in your network may be able to introduce you to a new contact or potential employer
- Link to other MECA alumni

Professional Profile Photo
Use an image that's flattering, but professional. Choose a background that is appropriate and isn't distracting. Wear acceptable clothing and be sure to smile. According to LinkedIn, profiles with photos get 14 times more views than those without.

Summary
Writing a summary is similar to a bio or a general cover letter and can also work as a pitch to potential employers, collaborators, or clients. Be succinct and choose your language carefully. To get started, see tips on writing your bio on page 27.

Experience
LinkedIn profile categories echo those on a standard employment resume. Follow the guidelines outlined on page 32 for what to include for each entry. LinkedIn categories include Experience, Organizations, Education, Volunteer Experience, Skills & Expertise, Honors & Awards, and Courses.

Skills & Expertise
If you choose to list your skills, start with about five that correspond with strengths in your portfolio. You can also search job opportunities or other LinkedIn profiles to find appropriate skill sets that are common. Other LinkedIn members can endorse you for skills and are more likely to return the favor if you endorse others.

Recommendations
Recommendations are an optional feature on LinkedIn that can make a strong impression on a viewer. You can ask a MECA faculty member, MECA administrator, a freelance client, or employer for a recommendation. It's more likely that someone will recommend you if they have expressed enthusiasm about your work and if they commonly recommended other users.

Privacy Settings
By default, LinkedIn notifies your contacts of every edit you make to your profile. This may be helpful when announcing a new job, but frustrating when simply making routine updates to your profile. In order to turn off this feature, go to your Profile settings and turn the setting under "Notify Your Network?" from Yes to No.

Making Connections
Networking is a powerful feature of LinkedIn. Only send connection requests to people that you've met in person. You may want to personalize your request and remind that person how you know each other. You can connect to your peers, family members, MECA faculty and staff, and people you know through work situations.

MECA Alumni on LinkedIn
www.linkedin.com/edu/maine-college-of-art-18582
LinkedIn has a robust alumni search tool. You can search alumni of any participating college and university including Maine College of Art and sort results by major, current location, skills, employment, and shared connections. This tool is a great way to set up informational interviews, discover career choices of other people in your field, and connect with alumni if you're moving to a new location. It's also a good way to search potential graduate school programs.