**Step Three: LinkedIn Account AND/OR Two Letters of Recommendation**

**LinkedIn Account**

LinkedIn is widely used by HR managers, Recruiters, Hiring Managers and executives to find talented candidates for both internships and full-time employment. Your task is to complete a LinkedIn account to include:

* Current Professional Headshot
* Relevant Work Experience
* Education
* Honors and Awards
* Interests, Skills, and Endorsements

In order to complete this step, please add the Internship Coordinator as a connection through LinkedIn. Detailed notes will be provided to you for improvements on your LinkedIn account.

Once you have completed your approved profile, you may use this as a very useful tool in locating internship opportunities. Good luck with your search!!

**Letters of Recommendation**

If you decide not to complete a LinkedIn account, you may instead submit two letters of recommendation from the following list:

* Current and/or former Professors at Lincoln College
* Current and/or former supervisors, managers, and/or company leaders
* Any individual of a professional nature approved by the Internship Coordinator

Please note that family members will not be considered a valid letter of recommendation. Be sure that your references are of professional backgrounds.

**Step Completion**

In order to complete Step Three, students must either "Connect" using LinkedIn with the Internship Coordinator AND/OR submit two letters of recommendation.

**Contact Information**  
If you have any questions, please contact Aaron Hurley at ahurley@lincolncollege.edu or by phone at (309) 268-4309.