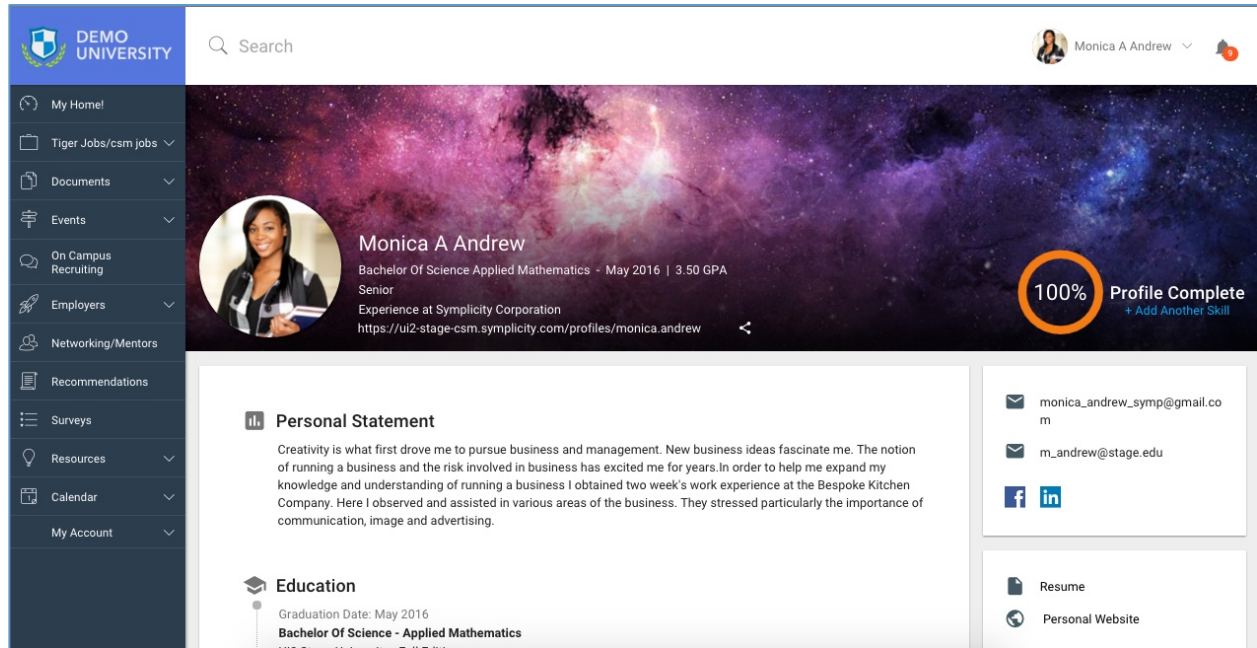


How to Set Up a Student Public Profile for Students



Cover Image

Get started by uploading a cover image. Darker images will stand out more in contrast to the white background of CSM. Image size of 1024 x 280 looks best, but if you upload a larger image you will be prompted to select the section of image you want to display. Good ideas for cover image photos include pictures of your campus, landmarks of your city, or your favorite outdoors location. It is *not* recommended to include pictures of your friends, a party or pictures with lots of people's faces. You can change this image at any time.

Profile Photo

Next, upload a professional looking picture or headshot of yourself. Move the cropping tool to include your face. You can change this image at any time. If you don't feel comfortable having your picture displayed to employers, simply refrain from uploading a picture. What employers will see instead is a dark circle with your initials in it.

Key Information

This section is pre-populated based on your account information. You can modify your name, major, graduation date and class year. You can also choose whether to display your GPA. Your work experience snippet will populate based on the work experience

records that you have entered. You can choose to display your GPA or not. GPA is default set to off.

Personal Public Link

If you turn on the toggle to publish, you are agreeing to make your profile public via the url. The url generally follows this format: school-csm.symplicity.com/profiles/firstname.lastname. You can customize the “firstname.lastname” portion, as long as someone at your school has not chosen the same keyword.

Personal Statement

Use this section to describe who you are. Talk about what you are good at, what your skills are, what you are passionate about. Think of this section as the elevator speech portion of your profile.

Education

This section has been pre-populated based on your account information. You can modify your school, major, degree, start date and graduation date. You can choose whether to display your GPA. You can add additional educational experiences or programs, including study abroad, continuing education or prior undergraduate or graduate work. You can add, edit or delete any education records, except for the current record which has been populated for you.

Experience

We know as students it may be difficult to come up with work experiences to list on a profile. Consider entering internships, externships, co-ops, work study, part-time or summer work, volunteer experiences or service learning assignments - anything that can demonstrate to employers that you have worked for another organization before and can bring some experience to your next job.

Employers prefer to see whom you worked for, what position you worked in, where you worked and when you worked. They would also like to know what you did there. Make sure to use action verbs such as completed, analyzed, implemented etc. You can add, edit or delete any work experiences.

Projects

Use this section to showcase the project work that you have done. This section was especially designed for students, because many of you do not have extensive work experience but you are involved in multiple kinds of projects, including class, club and group projects. Employers like to see projects as practical examples of the skills students learned in school. Start by uploading an image. Then enter project title, project type, whether it is ongoing, start date, end date, and short description of the project. You can also enter skills that you gained from the project.

Skills

You can add skills that you have acquired from your education, work or project experience in the form of tags. You can search for common skills in our database or enter your own. You can add or delete skills.

Contact Information (in sidebar)

You can enter your permanent email, school email, Facebook or LinkedIn profile. If you are adding your Facebook profile, please make sure that the information shared on Facebook is business appropriate. In addition, you can add a link to your personal web site, as well as your resume. You can choose from existing approved resumes in CSM or upload a new resume.

Profile Views

This will show you how many times your profile has been viewed by people with whom you have shared your public link. In most cases, you will only be able to see the number of anonymous views. In the case where an employer is logged into your school's system and you have sent the employer your public link, then you will see the organization name and logo, but not the specific contact.

Last, But Not Least, General Tips

Make sure your profile is complete as possible and use it to complement and supplement your resume. For the profile to be 100% complete, the following sections must be completed: Personal Statement, Work Experience, Projects, Skills, Personal Website, and Default Resume upload.

On the profile, you may notice that some fields have a small lock symbol next to it. This means that the data has been locked by your school. You will need to contact your school to change it.

Finally, before making your profile public, be sure to check for capitalization, grammar, spelling, punctuation and other typographical errors that may get in the way of putting your best foot forward.