



## Your LinkedIn Profile: Demystifying Recommendations

### Make Them Easy to Give and Receive!

Most people are willing to recommend you, but they want to do it so perfectly, they wait for the day they have inspiration and time and... never quite get around to it.



- *Let people know what you'd like to get recommended for.*
- *Help guide them on how to recommend you.*
- *Tell them that 3- 5 lines is plenty.*
- *Remind them that it will take just a moment to do.*

### Example:

Hi Joe,

That was inspiring volunteer work we did together and I'm glad we accomplished so much for XYZ organization! It was great working with you. If you are happy with the work we did, I would love a recommendation from you on my LinkedIn profile. It can be as short as 3-5 lines.

Only the first half sentence or so is visible without clicking the read more link, so please start straight away with mentioning or one thing you really thought I did well.

I would really appreciate it if you could specifically comment on my (insert words) skills. There are plenty of knowledgeable (insert title) out there, I'd like to be known for my (insert words). If you're happy to recommend me, here's the process, it only takes a few moments:

1. Go to my profile: (insert your profile address)
2. Click on the 3 dots to the right of my profile picture
3. Choose the bottom option from the drop down menu [Recommend]
4. Select relationship and position: (Provide this information for the person)
5. Paste the recommendation you are writing for me
6. Send

Thank you very much,  
(Your Name)



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## A few Important Notes

- It is important that you send the 6 steps with your request, this really helps people to recommend you instead of letting your request go by the wayside.
- Make sure you customize your request with the (information). Remember this should be as easy as possible for your reviewer.
- We realize it can feel a bit uncomfortable asking for recommendations, but they do miracles for your credibility. Your profile is just you telling the world how brilliant you are. People trust their friends more than commercials on TV and even recommendations by others people they do not know personally have this same effect.
- Recommendations can come from work, internships, school, volunteer activities, hobbies, etc.

## The Gift of Giving

It never hurts to hand out recommendations to people in your network. Without being asked. If you remember someone who did their job well, reach out and recommend them! It keeps your relationships warm, and it gives great warm fuzzy feelings to everyone to be nice. ;-)

People like, but also deserve, to be appreciated!