How to Make Facebook work for You

When filling out your profile list this information:

- School and expected graduation date
- Concentration
- Clubs and jobs (as you would list on a resume)
- Take the "about me" section to boast about your qualifications and skills
- In your album place pictures that show you in leadership positions, accepting awards, presenting professionally, and participating in community activities
- Groups: join groups that might be club or organization oriented, concerning current issues (those that address them in a professional manner)
- Wall: use the wall as a "reference" list. Have people write positive comments on your abilities and successes.

What you may want to think about before you add it to your profile
(employers cannot legally ask for this information but when you put it on your FACEBOOK profile you are advertising the answers)

- Your phone number
- The year you were born
- The year you graduated high school
- Sexual Orientation
- Political views
- Music, TV, or movies that may not show you in the best light
- Groups: that will give someone that does not know you a bad impression
- Quotes or Information about you that is not professional in nature
- Albums that portray you in little clothing, making obscene gestures, or participating in other unprofessional acts
- Comments on your wall that lead to a bad impression

Courtesy: University of Central Arkansas

http://www2.uca.edu/newweb/careerservices/facebook2.php

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