# Linked in

# Job Search Checklist

# LinkedIn Profile

	Add a professional-looking <u>profile photo</u> to be <u>7x more likely</u> to be found in searches.	Lucy Smith     Im     Constant Product Marketing Manager at xyzCo     San Francisco Bay Area   Internet     Previous xyzCo, NoveCo, Innovation Tooling     Education     University of Southern California - Manhall School of Business
	Headline	Send a message - 500+
	Stand out with a keyword-rich headline that describes how you want to be known on LinkedIn.	Contections Contec
	Summary	SUMMARY
	Write a <u>brief summary</u> describing your professional background and aspirations.	Results-driven marketing & strategy professional with experience in online marketing, brand strategy, sales, corporate marketing and retail management
	Experience	Specialities: Marketing Strategy Brand Strategy Competitive Analysis
	List all the jobs you've held, along with brief descriptions of each role.	
$\square$	Education	Associate Product Marketing Manager
	Add all the schools and colleges you've attended.	XyZCo XyZCO October 2012 – Present (4 months)   San Francisco Bay Area
		Marketing Associate xyzCo XVZCO
	Skills & Expertise	August 2011 – September 2012 (1 year 2 months)   San Francisco Bay Area
	Add at least 5 key <u>skills</u> to your profile.	
	Recommendations & Endorsements	- KILLS & EXPERTISE
	Get recommendations and endorsements from former colleagues, clients	Most endorsed for
	managers, and classmates.	19 Markeling Strategy
		10 Email Marketing
	Location & Industry	Online Marketing
	Add your <u>industry</u> and <u>ZIP code</u> so recruiters looking for candidates like you	Chine Adventising
	can ind you.	Lucy also knows about
	URL	2 Monetization + 1 Customer Acquisition + User Research +
	Customize your profile URL and put it on your website, resume, email	
	signature, and business cards to drive traffic to your LinkedIn profile.	Customize your public profile URL X
		Enhance your personal brand by creating a custom URL for your LinkedIn public profile.
		If you change your URL, your current custom URL will no longer be valid.
		www.linkedin.com/in/
		Hote: Your custom URL must contain 5 - 30 letters or numbers. Please do not use spaces, symbols, or special characters.

# Settings

#### Privacy settings

Control what others see about you and what types of notifications are sent out to your network.



Add all your email addresses to avoid accidentally losing access to your account.

Email Preferences     Groups, Companies & Applications     Account	Turn onloff your attivity broadcasts Select who can see your activity feed Select who can see your activity feed their profile Select who can see your connections Change your profile photo & visibility >	Manage your Twitter settings Helpful Links Edityour name, location & industry » Edityour profile » Edityour public profile »	
dd & change email ;	uddresses		

email address Add email address

а.

Set Custom URL or Cancel

## Using Your Network

- Grow your network by <u>searching your email contacts</u> and finding <u>people you</u> <u>may know</u>.
- See where your fellow <u>school and college alumni</u> are working and reach out to learn more about the company.
- Ask for <u>introductions</u> through your network to get connected to companies you're interested in working for.
- Share updates with your network -- like interesting articles, links to videos, or presentations.





Zip code

98005

All job function

Accounting/Audi

Administrative

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Salary (USD) All salary levels \$4 Upgrade to \$

∧ Advanced search ∧

\$60,000+

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Search for jobs

United States

ndustry All industrie:

Search

Accounting

Alternative Dispute Re

Alternative Medicine

Apparel & Fashio

Architecture & Planning

More options

### Job Search

- Sign up to get email alerts about jobs you may be interested in.
  Find jobs by keyword, title, company, postal code, function, industry, years of experience, and date posted using <u>advanced search</u>.
  Sign up for <u>saved search email alerts</u> to get automatic notifications about new jobs that meet your criteria.
  - Save jobs you're interested in to come back to them later.
- Discover jobs in your network.

# Applying for Jobs

In addition to using your LinkedIn profile, you can attach your resume and				

Keep track of your job applications via the Jobs homepage. See which jobs you applied to, when, and whether or not your application has been viewed.

Some jobs include the name of who posted it. Follow up on your job applications by contacting the job poster via InMail.

Cover Letter:	Add cover letter		
Resume:	Formats: MS Word, PDF, Text, HTML (200K maximum)		
V	Feature my application! Include me in the Featured Applicants section at the top of the applicant list		
•	Follow xyzCo to stay up-to-date on the latest news and career opportunities		
	This won't be shared with your network		
	Submit or Cancel		

# **Company Pages**

Learn about a company's products and services, latest news, employees, job opportunities, and more.	Linkedin 21/2500000 Ctelline Mark Oralls Protoci & United Distributions Distributions Basedon Distributions protoci & Subjects Ctelline	s • •
See how you're connected to each company through your 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> degree connections.	Linkedin	OUT E CONNEC La Connec 58 fest-dogre
See statistics on employees, including where they worked before and after that company.	ECCUTORATE ECCUTORATE Halden Averse a Merice reg 10 Daw, of Davis to under fur (Linked). For you have a Linked haveceen a Merice reg 10 Daw, of Davis to under fur (Linked). Core of the further Linked haveceen a Merice reg 10 Daw, of Davis to under fur (Linked). The you have a Linked haveceen a Merice reg 10 Daw, of Davis to under fur (Linked). The you have a	LOG Secure of A
<u>Follow companies</u> you're interested in to get updates from them on your LinkedIn homepage.	Le (d) - Control 1 - Den - C Panel addre - 1 for yn	UCTS AND SERV

# LinkedIn Groups



Use groups to make connections, find job listings, establish thought leadership, and keep your pulse on hot industry issues.

# Job Seeker Premium

	InMail	– InMail™
	Send InMail messages to start a warm conversation with hiring managers, recruiters, or other insiders at companies you're interested in.	Compose your message To: Bobby Hurey
	<b>Featured Applicant</b> Apply to jobs as a <u>Featured Applicant</u> to send your job applications to the top of the applicant list.	From: Lindsay Homan
	Salary search filter Narrow job search results by <u>salary range</u> and see estimated salary data for each job listing.	
	<b>Job Seeker Group</b> Join a private <u>LinkedIn Group of job seekers</u> , career experts, and LinkedIn power users to learn best practices for conducting an effective job search.	Lindsay Maho Marketing Programs Manager San Francisco Bay Area I Internet Phone 415-555-555 Email lindsaymaho @gmail.com
	<b>Job Seeker Badge</b> Turn it on or off from the Premium Badge section on your <u>Settings</u> page.	WHO'S VIEWED YOUR PROFILE
	Who's Viewed My Profile See the full list of who viewed your profile, plus details on how they found you.	<ul> <li>13 Your profile has been viewed by 13 people in the past 30 days.</li> <li>You have shown up in search results</li> </ul>
	<b>Open Link</b> Join the <u>Open Link network</u> to let anyone on LinkedIn contact you about job opportunities for free.	15 times in the past 30 days.
Le	arn More	

Get answers you need in the LinkedIn Help Center.	< FIND	✓ FIND MORE BROADCASTS Job Seeker Webinars		
Learn how to attract more career opportunities at our <u>free webinars</u> .		March 21 at 8:59am on Job Seeker Webi	eeker Webinars 5,014 followers	
See the complete list of j <u>ob search tips</u> on our blog.		LinkedIn Job Search Fundamentals Part 1	Hire me!	

Job Openings, Job Leads and Job Connections!

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Search All Jobs

fine By

Sort by: Relevance +

Sortige reasonable \*\*
 SyzCo
 Safes Professional (Uncapped and High
 Commission)
 syzCo - Charlotte, North Carolina Area Mar 6, 2013
 \* 8 members shared this job
 Save pob - Share

Mar 27, 2013 • 5 members shared this job Save job • Share Head of Technical • Food Industry Crosswise Group • Ireland • Apr 3, 2013 • 3 members shared this job Save job • Share

Division Manager Tyler Corp. - Greenville, Mar 27, 2013 > 5 members shared this Save job - Share 849 jobs



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