LinkedIn

Job Search Checklist

LinkedIn Profile

- Photo
  Add a professional-looking profile photo to be 7x more likely to be found in searches.

- Headline
  Stand out with a keyword-rich headline that describes how you want to be known on LinkedIn.

- Summary
  Write a brief summary describing your professional background and aspirations.

- Experience
  List all the jobs you’ve held, along with brief descriptions of each role.

- Education
  Add all the schools and colleges you’ve attended.

- Skills & Expertise
  Add at least 5 key skills to your profile.

- Recommendations & Endorsements
  Get recommendations and endorsements from former colleagues, clients, managers, and classmates.

- Location & Industry
  Add your industry and ZIP code so recruiters looking for candidates like you can find you.

- URL
  Customize your profile URL and put it on your website, resume, email signature, and business cards to drive traffic to your LinkedIn profile.

Settings

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

- Add email addresses
  Add all your email addresses to avoid accidentally losing access to your account.
Using Your Network

- Grow your network by searching your email contacts and finding people you may know.
- See where your fellow school and college alumni are working and reach out to learn more about the company.
- Ask for introductions 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.

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 advanced search.
- Sign up for saved search email alerts 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 cover letter to your job applications.
- 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.

Company Pages

- Learn about a company's products and services, latest news, employees, job opportunities, and more.
- See how you're connected to each company through your 1st, 2nd and 3rd degree connections.
- See statistics on employees, including where they worked before and after that company.
- Follow companies you're interested in to get updates from them on your LinkedIn homepage.
LinkedIn Groups

- Join Groups relevant to your professional interests: alumni groups, industry groups, geographic groups, and more.
- Use groups to make connections, find job listings, establish thought leadership, and keep your pulse on hot industry issues.

Job Seeker Premium

- InMail
  Send InMail messages to start a warm conversation with hiring managers, recruiters, or other insiders at companies you’re interested in.

- Featured Applicant
  Apply to jobs as a Featured Applicant to send your job applications to the top of the applicant list.

- Salary search filter
  Narrow job search results by salary range and see estimated salary data for each job listing.

- Job Seeker Group
  Join a private LinkedIn Group of job seekers, career experts, and LinkedIn power users to learn best practices for conducting an effective job search.

- Job Seeker Badge
  Turn it on or off from the Premium Badge section on your Settings page.

- Who’s Viewed My Profile
  See the full list of who viewed your profile, plus details on how they found you.

- Open Link
  Join the Open Link network to let anyone on LinkedIn contact you about job opportunities for free.

Learn More

- Get answers you need in the LinkedIn Help Center.
- Learn how to attract more career opportunities at our free webinars.
- See the complete list of job search tips on our blog.