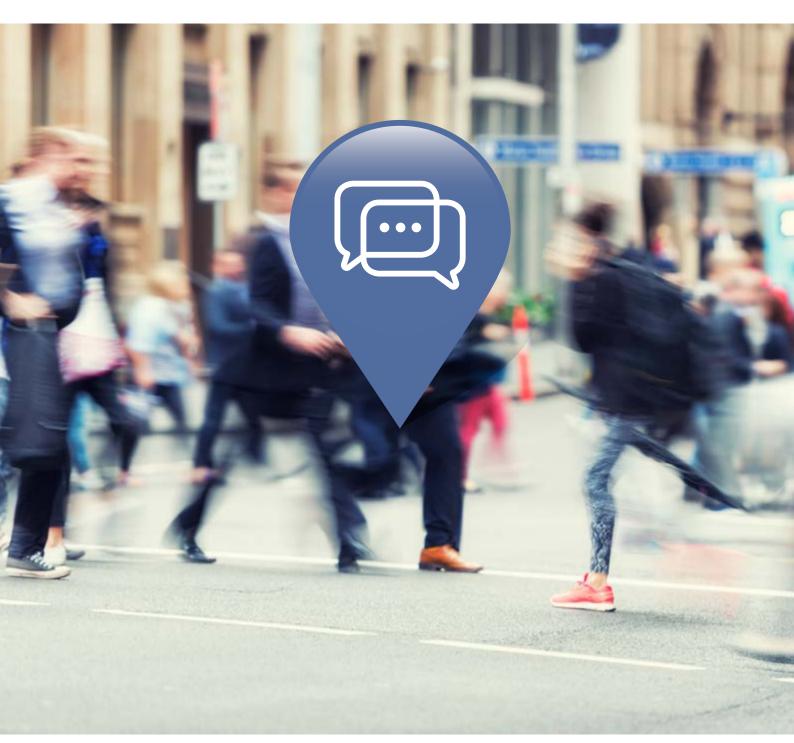




LinkedIn – Eight Tips In Under Eight Minutes



A Spring Professional Candidate Guide



Take a few minutes to get the most from your professional network. Read up on the tips below and visit LinkedIn to make the changes now.



ADD JOB DETAILS TO YOUR PROFILE

Just listing job titles from your previous roles is not enough. Descriptions of roles, responsibilities, and accomplishments will dramatically improve your appearance in search results as well as present a more complete picture of who you are.



ADD EDUCATION DETAILS TO YOUR PROFILE

Finding opportunities, answers, candidates and researching your market is a lot easier when your fellow school alums and mates can find you.





IMPORT YOUR ADDRESS BOOK

In seconds you can see who in your address book is already on LinkedIn and connect with them



CHOOSE YOUR VANITY URL

www.linkedin.com/in/yourname. Add it to your business card, website, email signature, etc.





INSTALL THE OUTLOOK TOOLBAR

Effortlessly manage your network from your toolbar: get suggestions on who to invite based on email frequency, one-click invitations, update your outlook contacts, and much more.

FIND ANSWERS TO DIFFICULT QUESTIONS

Posting on LinkedIn answers reaches both your connections and the broader LinkedIn network. Your network is a smart group of people someone will know!





ENABLE YOUR PUBLIC PROFILE

Places your LinkedIn profile in web search results so that the professional image you earned is presented to the world.

READ NEWS ABOUT YOUR COMPANY

Read what your colleagues are reading - the two or three things that you need to know about every day. Keep informed on the latest news, while increasing your efficiency!

