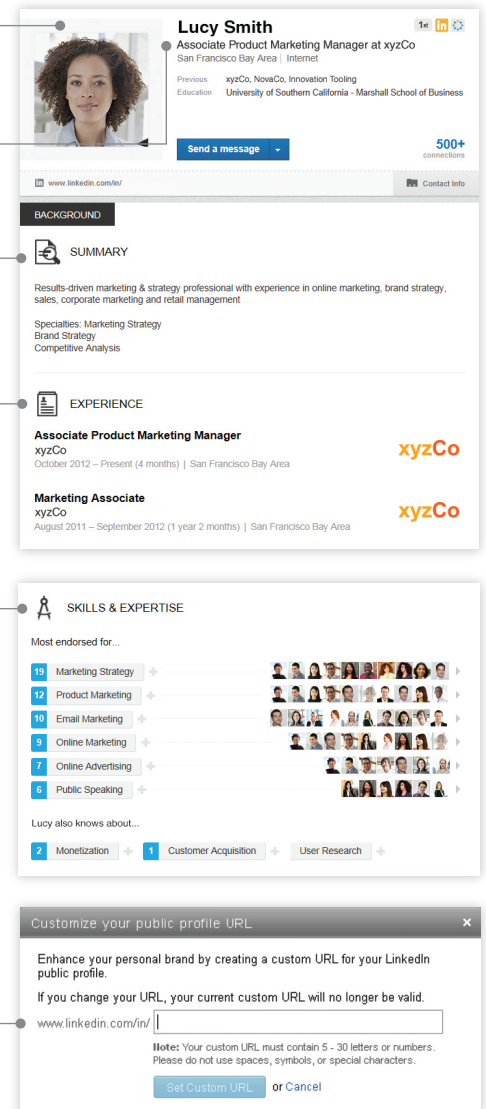


# Job Search Checklist

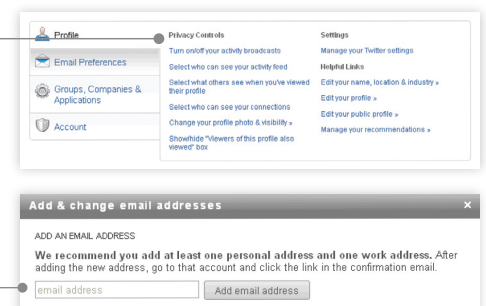
## LinkedIn Profile

- 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.



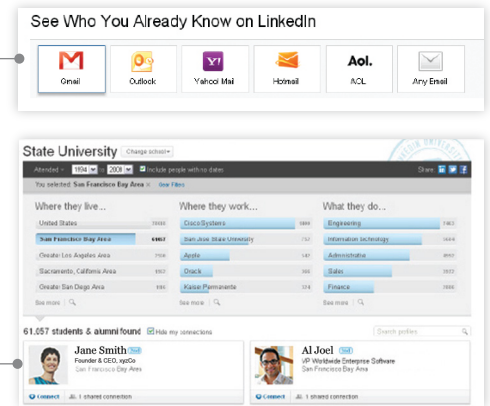
## Settings

- 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.



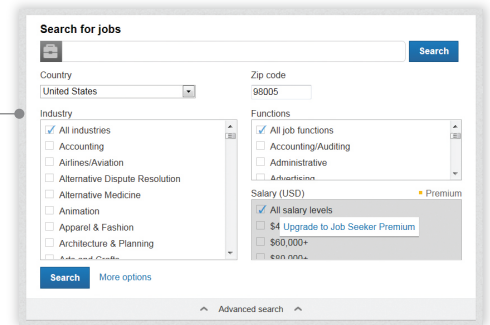
# Using Your Network

- 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.



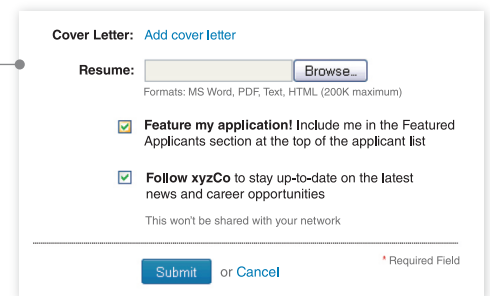
# Job Search

- 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](#).



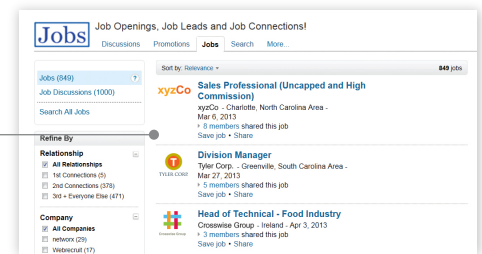
# Company Pages

- 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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.



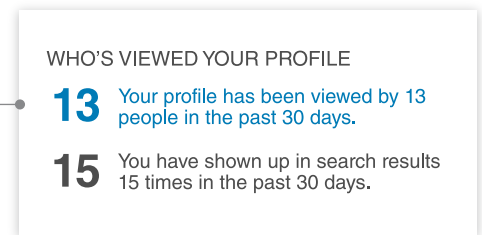
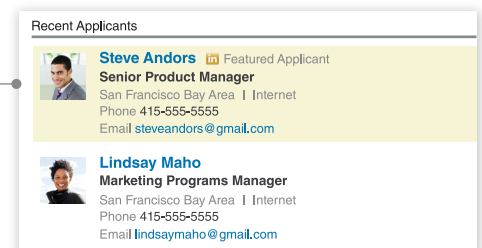
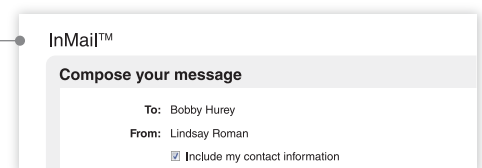
# LinkedIn Groups

- [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.

