

LinkedIn for Job Seekers

How to build your network &
advance your career on LinkedIn

McGovern
Nonprofit Relationship Manager



Opening Quote

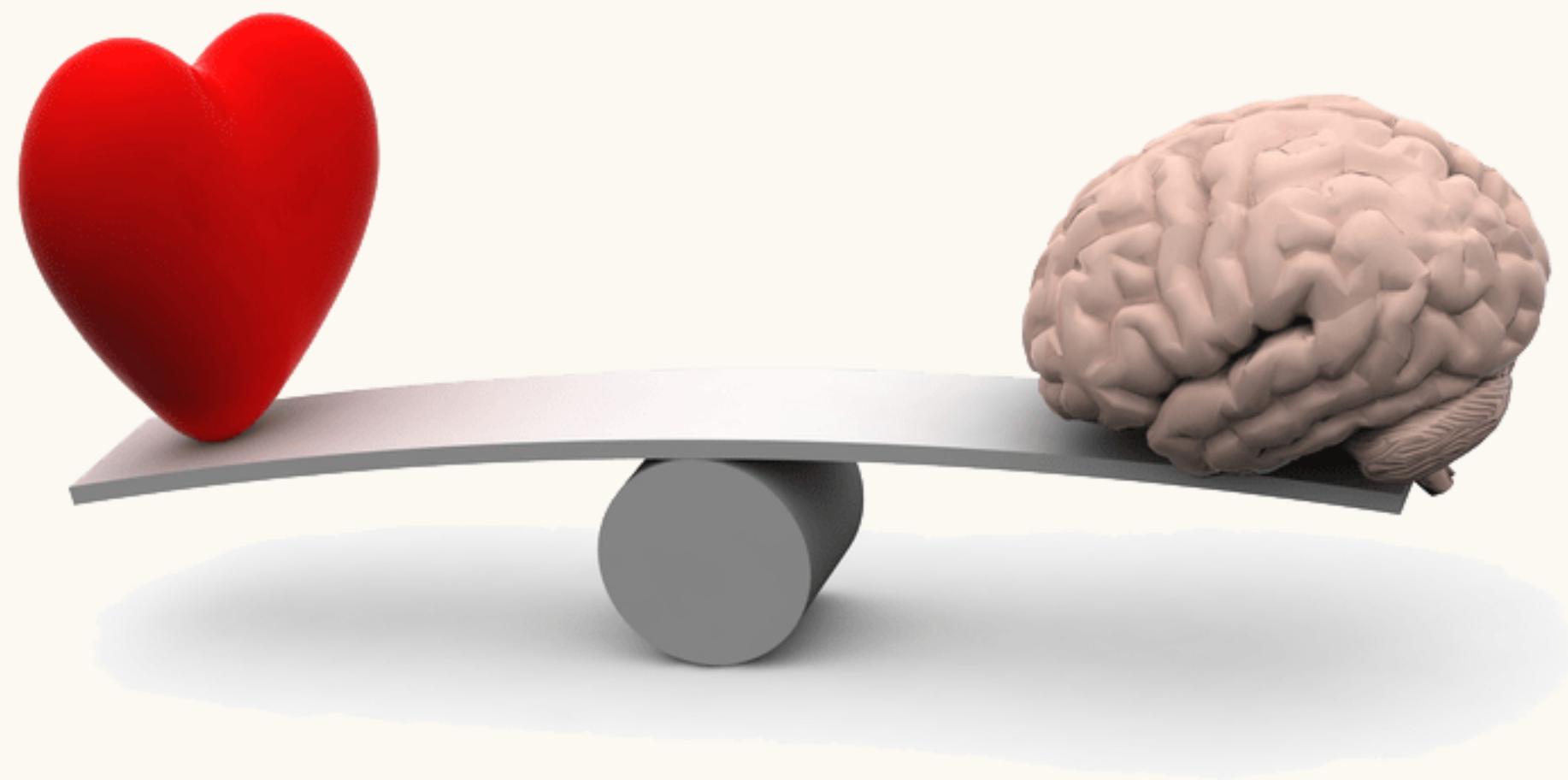
I tell my daughter every morning,
'Now, what are the two most important parts
of you?' And she says, 'My head and my heart.'
Because that's what I've learned in the foxhole:
What gets you through life is strength
of character and strength of spirit and love.

Viola Davis

Actress & Producer | 1965 - Present



Check-In



How are you coming to today's session
and how can I support you
during this time we have together?

Land Acknowledgement

We are gathering on the occupied land of the Lenape, Rockaway and Canarsie people. Join me in acknowledging the Lenape, Rockaway and Canarsie community and elders, who stewarded this land – past, present and future.

We also acknowledge and lament the history of genocide and displacement of their territory which was rooted in colonization and white supremacy.



Who will volunteer to lead our Land Acknowledgement?



What we will cover in this workshop

- 1 Introduction: What is LinkedIn?
- 2 Build your LinkedIn profile
- 3 Build your professional network
- 4 Use your network on LinkedIn to connect to opportunity
- 5 Search and apply for jobs on LinkedIn
- 6 Extra credit

What you do on other social media



I like donuts



Watch me eat a donut



Here's a cool photo of my donut



Here's a donut recipe



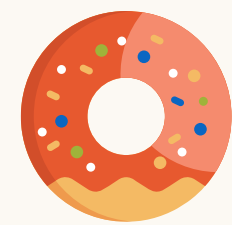
I'm listening to "Donuts"



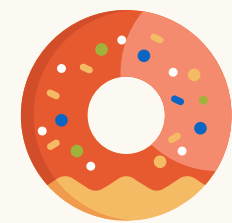
Anyone want a donut?



On LinkedIn: A professional mindset



I hope to operate a donut franchise one day.



I'm looking for a job at a donut company.



I have three years experience making donuts.



My top skills are donut production and sales.



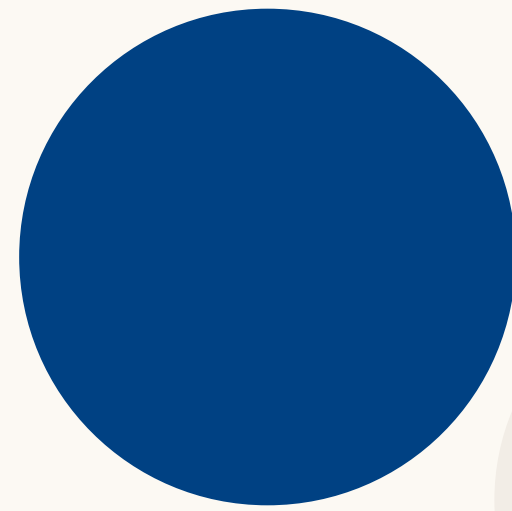
Here are 3 recommendations from former donut colleagues.



Build your professional network and connect to jobs



50 million+ employers are on LinkedIn, with millions of open job opportunities



More than 690 million professionals in over 200 countries are on LinkedIn



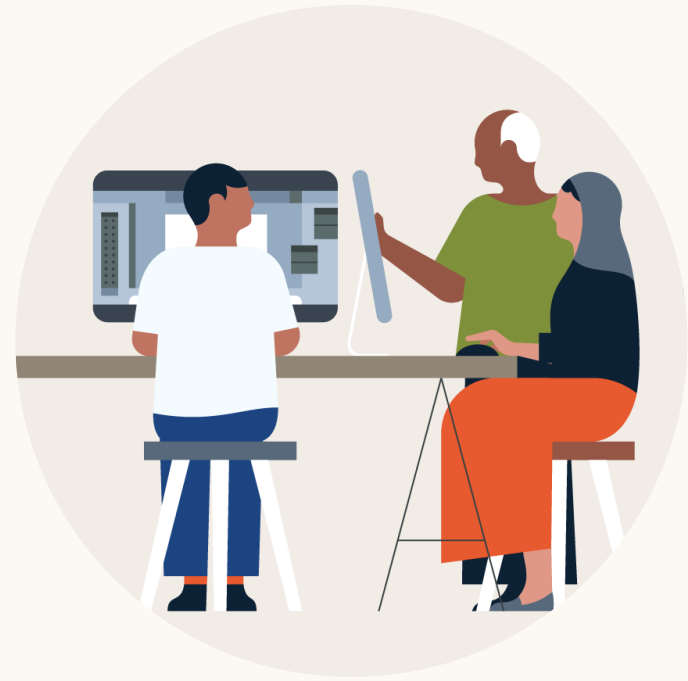
2.9 million groups on LinkedIn to grow your community

Did you know?



9 out of 10 employers use LinkedIn
during the hiring process.

Defining key terms we'll use today



1. Workforce

The people who are currently working or available for work in a specific region. The vision of LinkedIn is to create economic opportunity for every member of the global workforce.



2. Connections

Contacts on LinkedIn. You can add connections by sending invitations to other people on the platform, or by accepting invitations from other people.



3. Network

A connected community of people. Networking is an activity to strengthen relationships with others and can lead to professional opportunities including job offers.



4. Referral

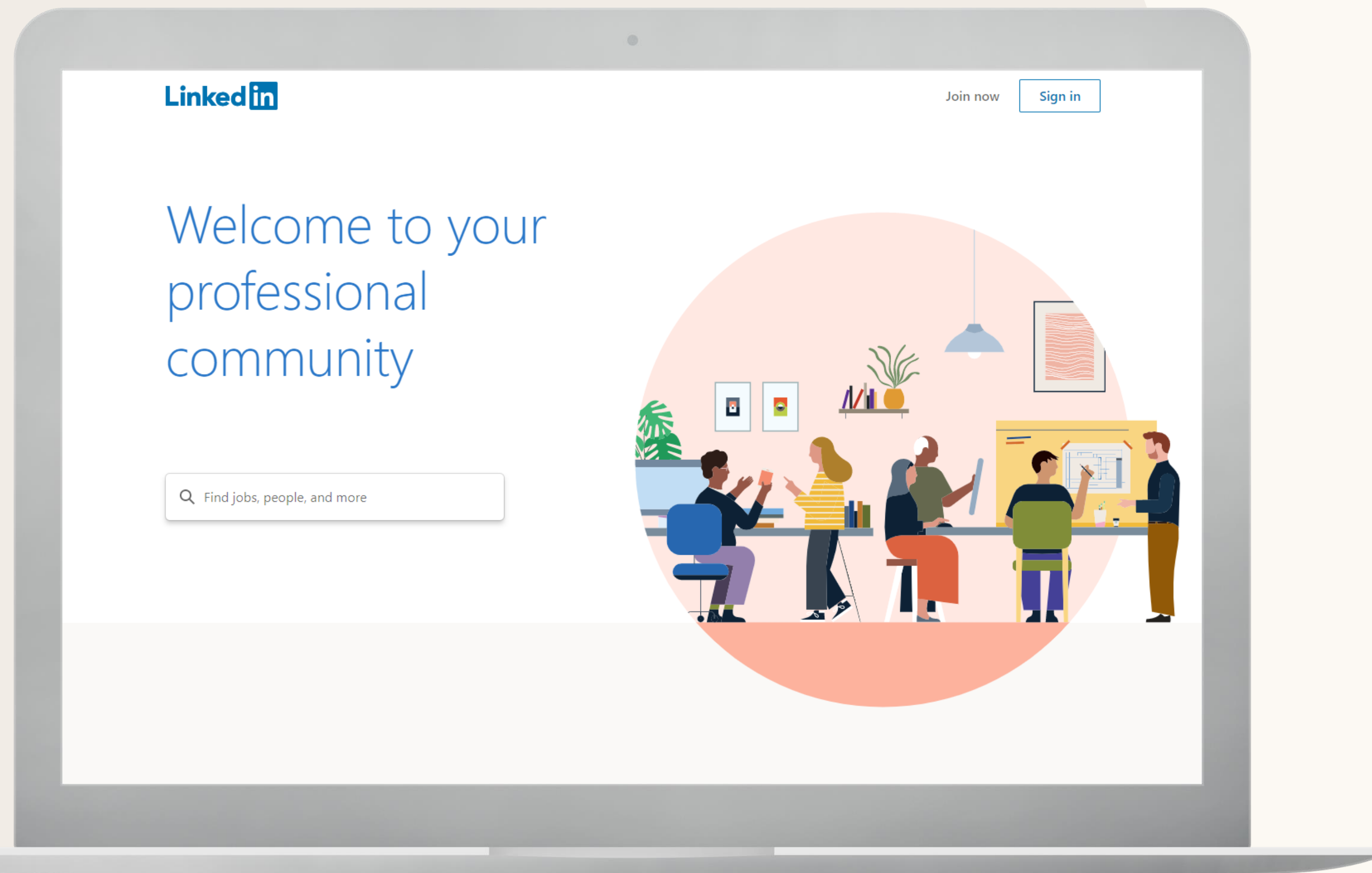
When a job seeker is recommended for a career opportunity by someone in his or her network.

Build your LinkedIn profile

1. Set up your account
2. Profile vs. resume
3. Take a great photo
4. Edit your profile



Build your LinkedIn profile



Set up your account

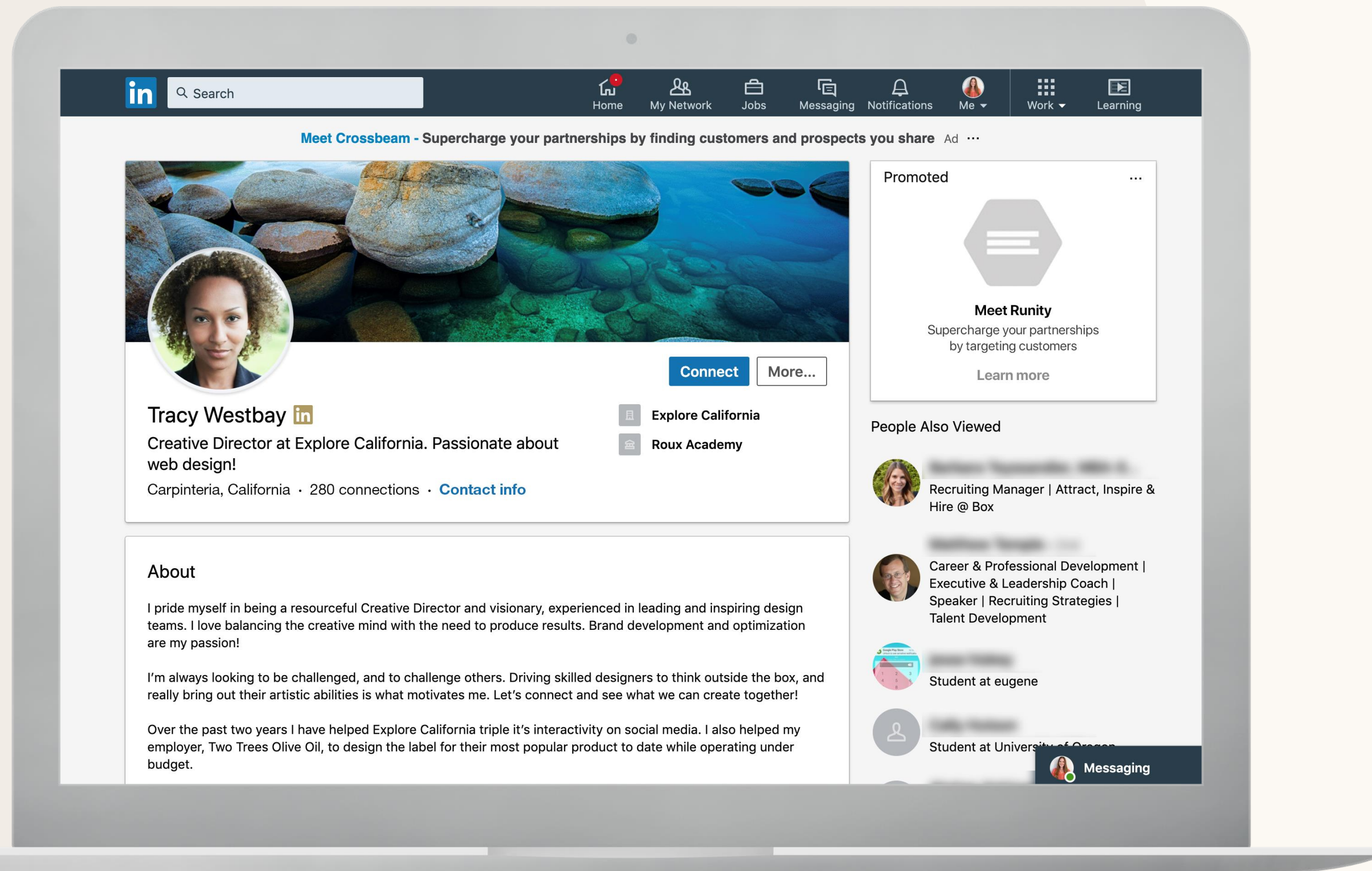
Visit [LinkedIn.com](https://www.linkedin.com) on a desktop computer, or download the mobile app.



Profile vs. resume

There are big differences between your LinkedIn profile and your resume. For example, your LinkedIn profile:

- ✓ Speaks to all potential employers, not just a single one
- ✓ Goes into more detail with skills, projects, interests, certifications, and more
- ✓ Allows other professionals and employers to interact, learn, and contact you
- ✓ Contains recommendations and endorsements





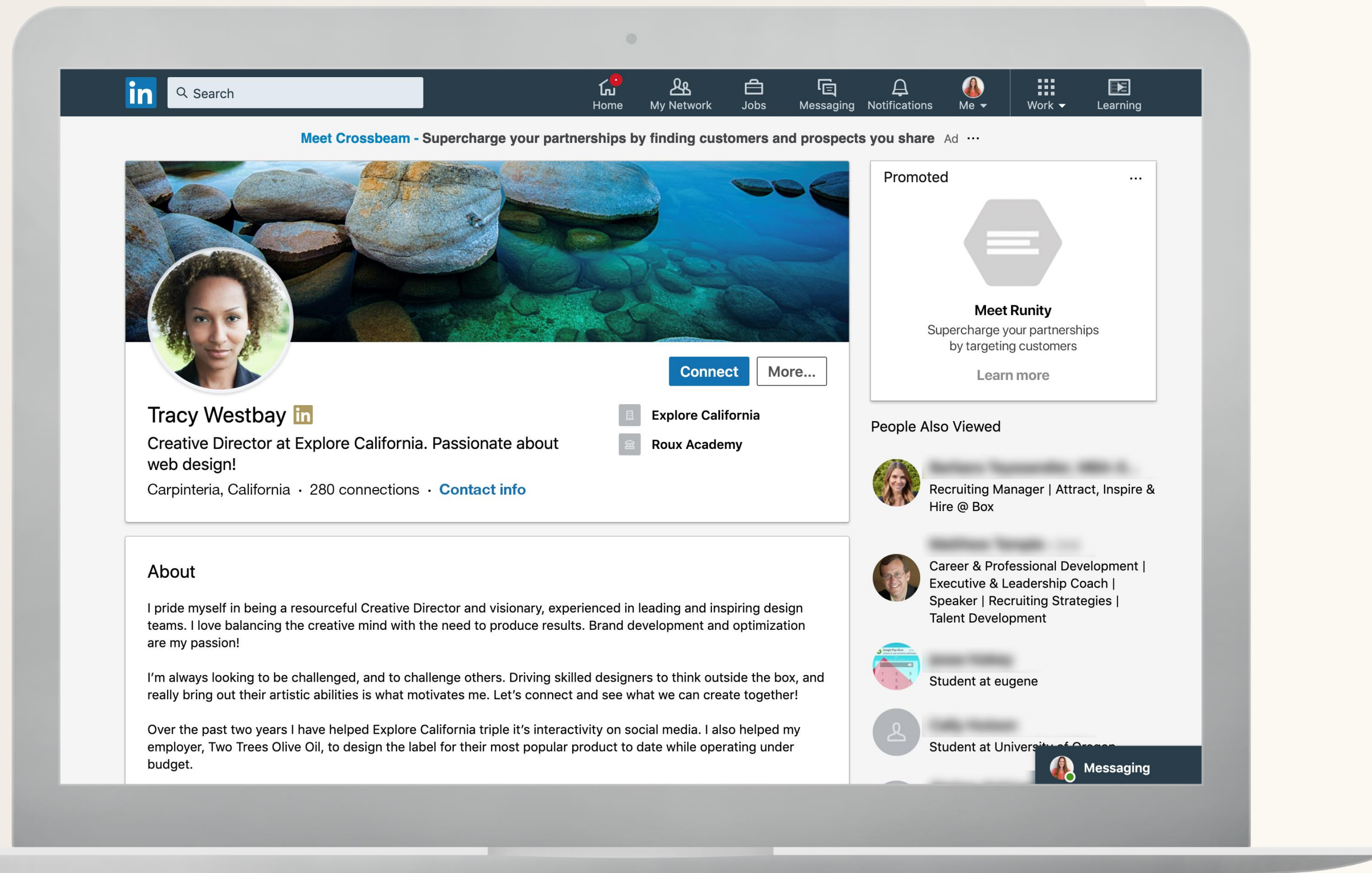
Take a great photo

Members with profile photos receive up to **21x** more views and **9x** more connection requests

- ✓ Use a background that isn't distracting
- ✓ Dress for the job you want
- ✓ Smile and have friendly expression
- ✓ Make sure your face takes up a majority of the frame

Edit your profile:

Your story in your words



Click the “Me” icon at the top of your LinkedIn homepage.

On the right side of the page, click “Add new profile section” to begin editing and adding to your profile.

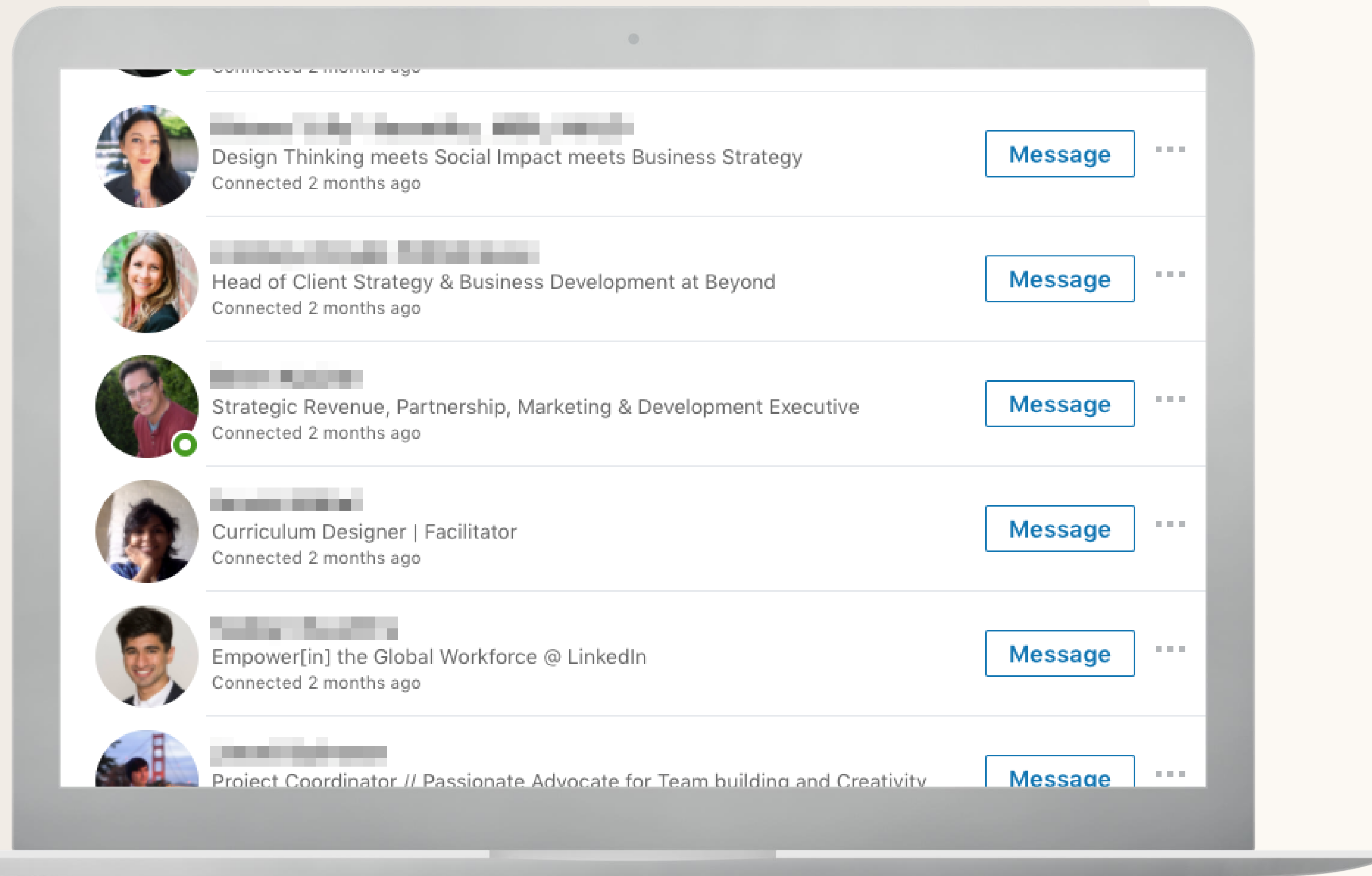
Add your:

- ✓ Location & industry
- ✓ Education* & certifications
- ✓ Work & internship experience
- ✓ Skills
- ✓ Volunteer experience
- ✓ Program or organization

* You can choose whether you want to display your education in your intro.

Edit your profile:

Headline



Your headline is an opportunity to show what you are – not just what you do.

When writing your headline, ask yourself:

- ✓ If this is the only thing someone sees, what does it say about me?
- ✓ Does this represent my professional brand and show why I am unique?
- ✓ Does it capture what a recruiter would care about?

Edit your profile:

Summary

Bridge Builder at LinkedIn

San Francisco Bay Area

Message

More...



University of Michigan



See contact info



See connections (500+)

I am a dynamic speaker, program manager, social impact practitioner, and diversity & inclusion advocate.

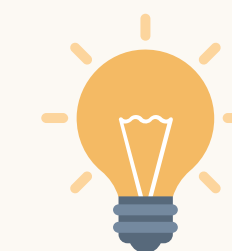
I am a natural bridge-builder: someone who brings together disparate groups, ideas and communities to create programs and systems that serve the greater good. At LinkedIn I manage our US & Canada social impact partnerships. We believe that a strong professional network has the power to lift individuals out of poverty. This has been true in my own career. My mother is a secretary; my father a retired janitor. For me, a great education and a strong support network created a pathway out of poverty. My goal is to democratize access to professional networks and economic opportunity so others are also able to achieve economic mobility.

When I'm not challenging systems of inequality, I enjoy traveling, eating (& to a lesser extent cooking), and being physically active. I'm a forever-learner and explorer and welcome any recommendations on things to do that challenge me to grow physically, mentally and emotionally.

Show less ^

Your summary is the best place for you to communicate your professional brand and put your own spin on your experience. Here's an easy formula we recommend:

- ✓ 1-2 sentences about who you are
- ✓ 3-5 sentences about your experience, top skills and key passions
- ✓ 1-2 sentences about your future goals and how other members can engage with you



Make sure to include a summary of at least 40 words to show up in the search results of other members.

Build your professional network

1. Build your professional network
2. Discover existing connections
3. Search for new connections
4. Expand your network strategically

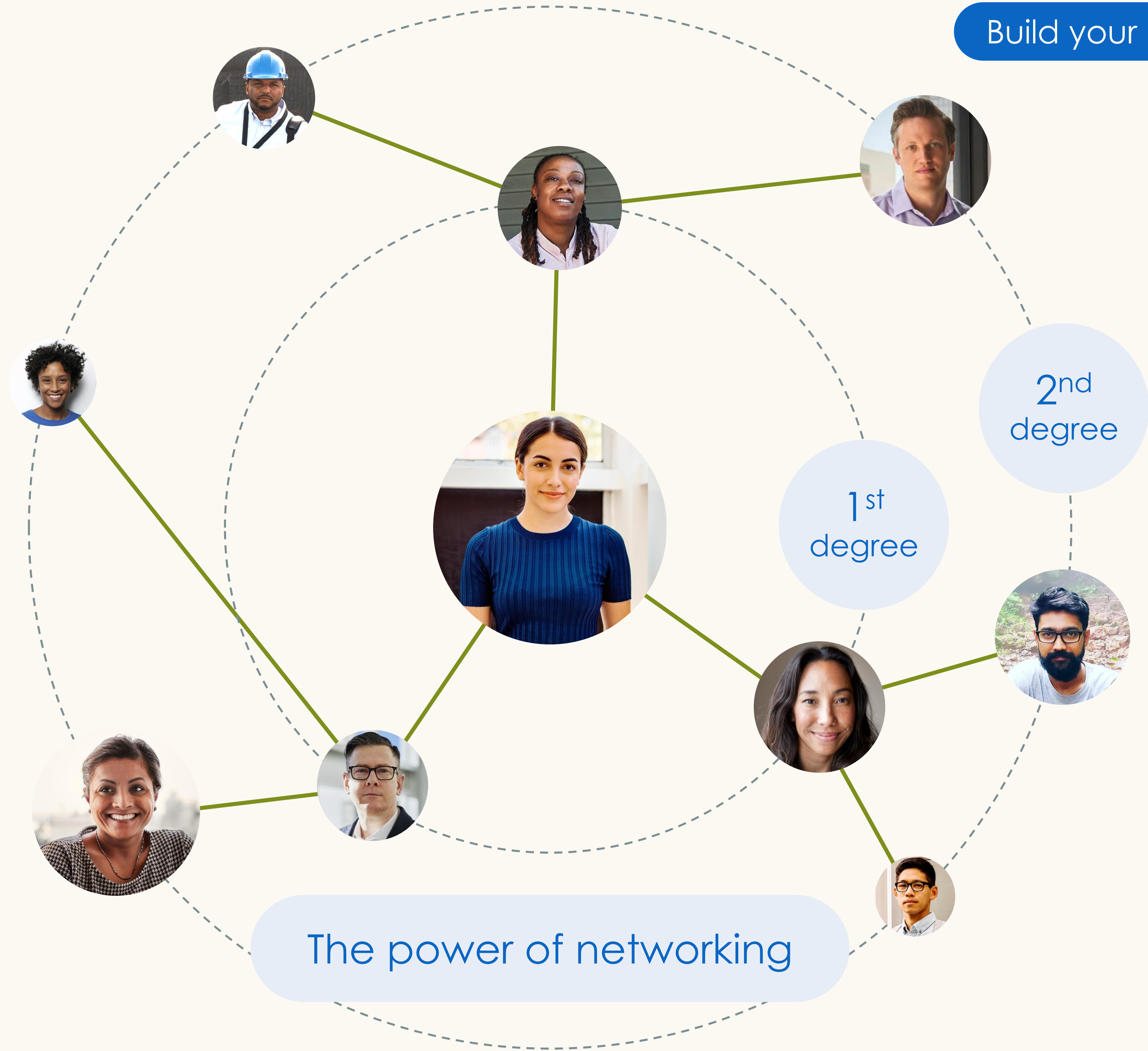


Did you know?

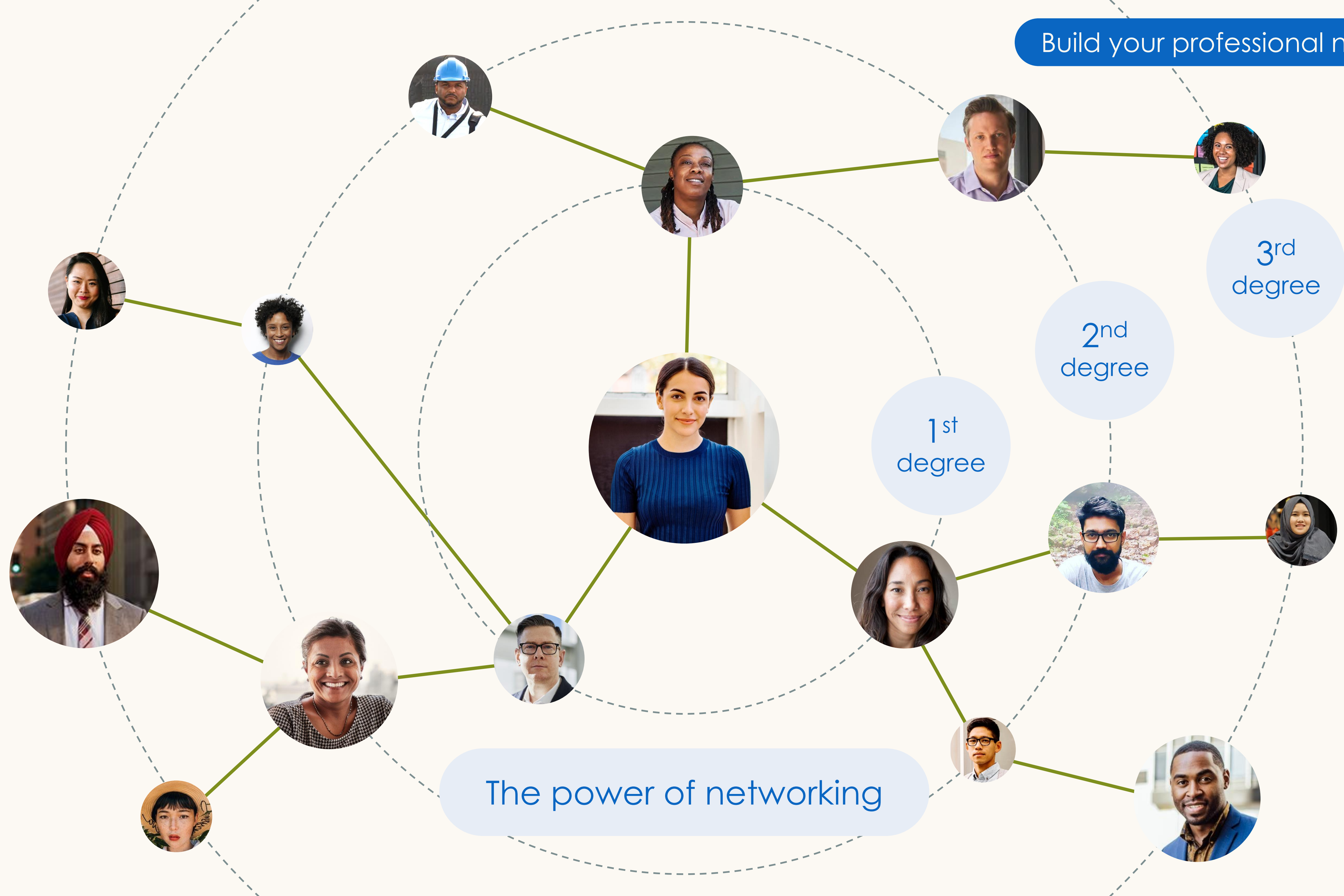
50%+ of hires
result from
a personal
connection



The power of networking



Build your professional network



You can customize this invitation

Include a personal message (optional):

Hi Dan,

I found your profile through our mutual connection, Rob. I am currently exploring career paths in the technology industry and admire your experience. I would love to join your network.

98

Cancel

Send invitation



2nd
degree

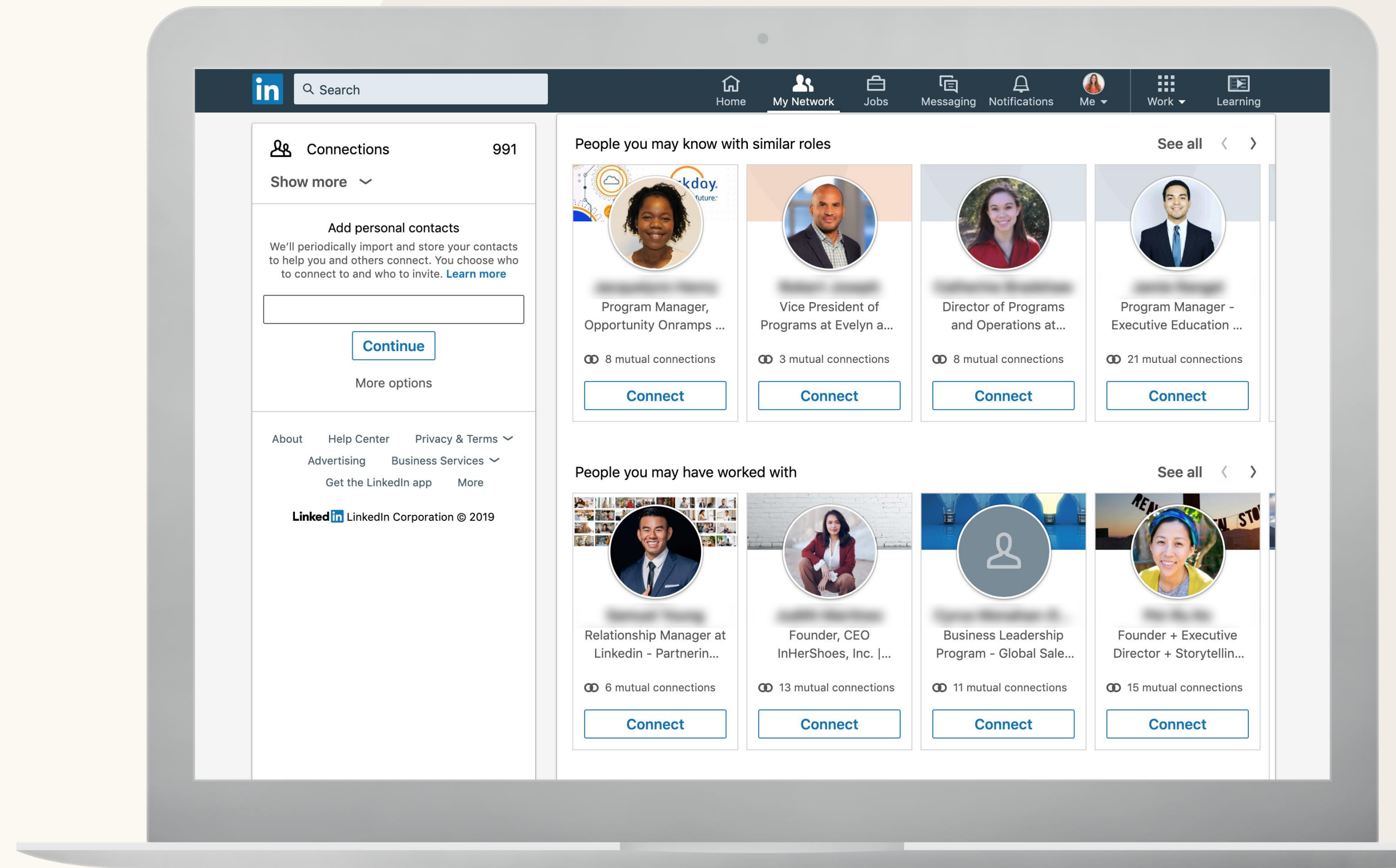
The power of networking

Discover existing connections

Click “My Network” in the top navigation to find people you already know, including:

- ✓ Friends and family
- ✓ Current and former colleagues
- ✓ Current and former managers

Our “People you may know” feature improves over time as you build your network.

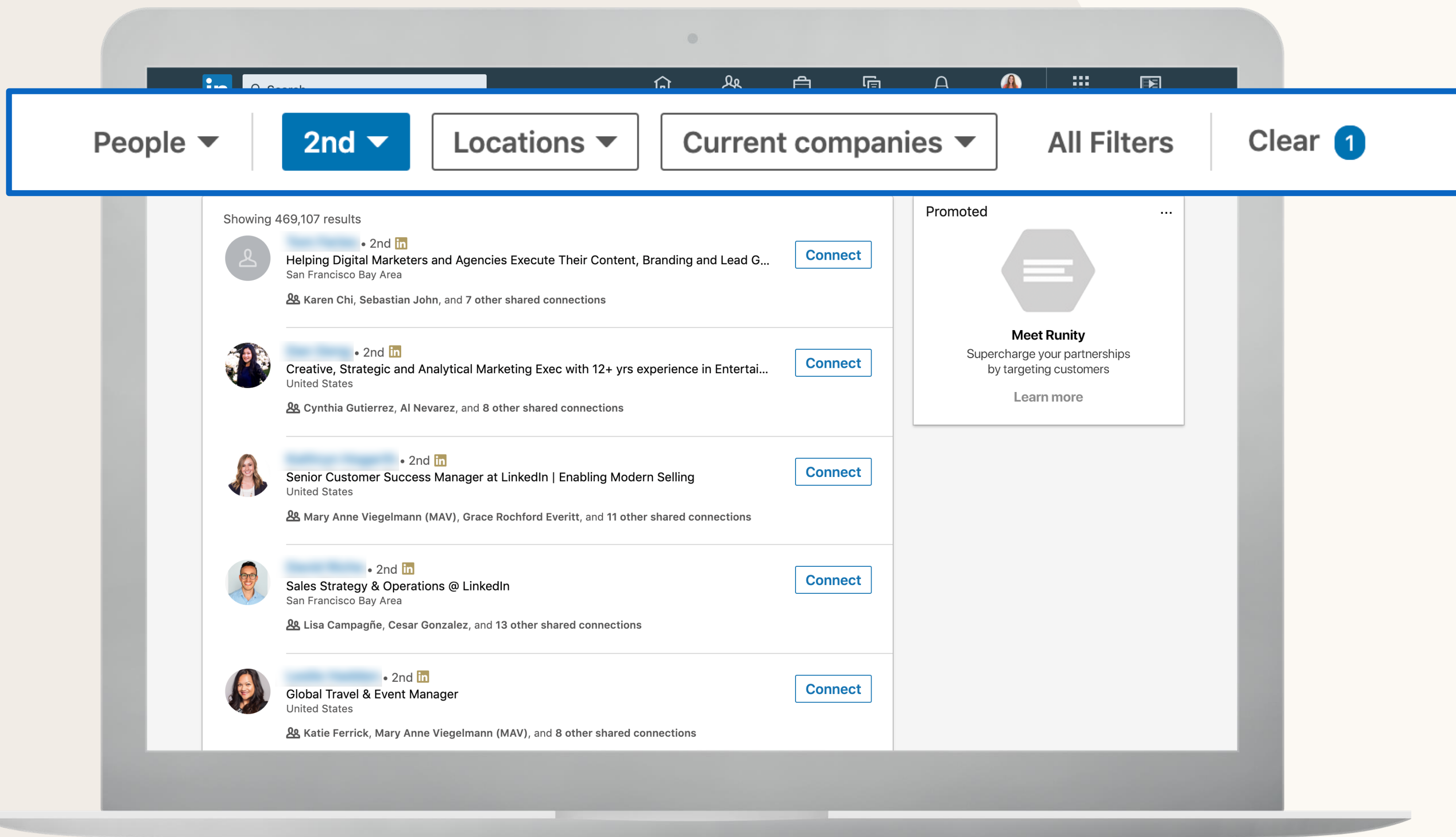


Build your professional network

Search for new connections

Use the search bar in the top navigation to find new connections by:

- ✓ Name
- ✓ Company
- ✓ Location
- ✓ Keyword

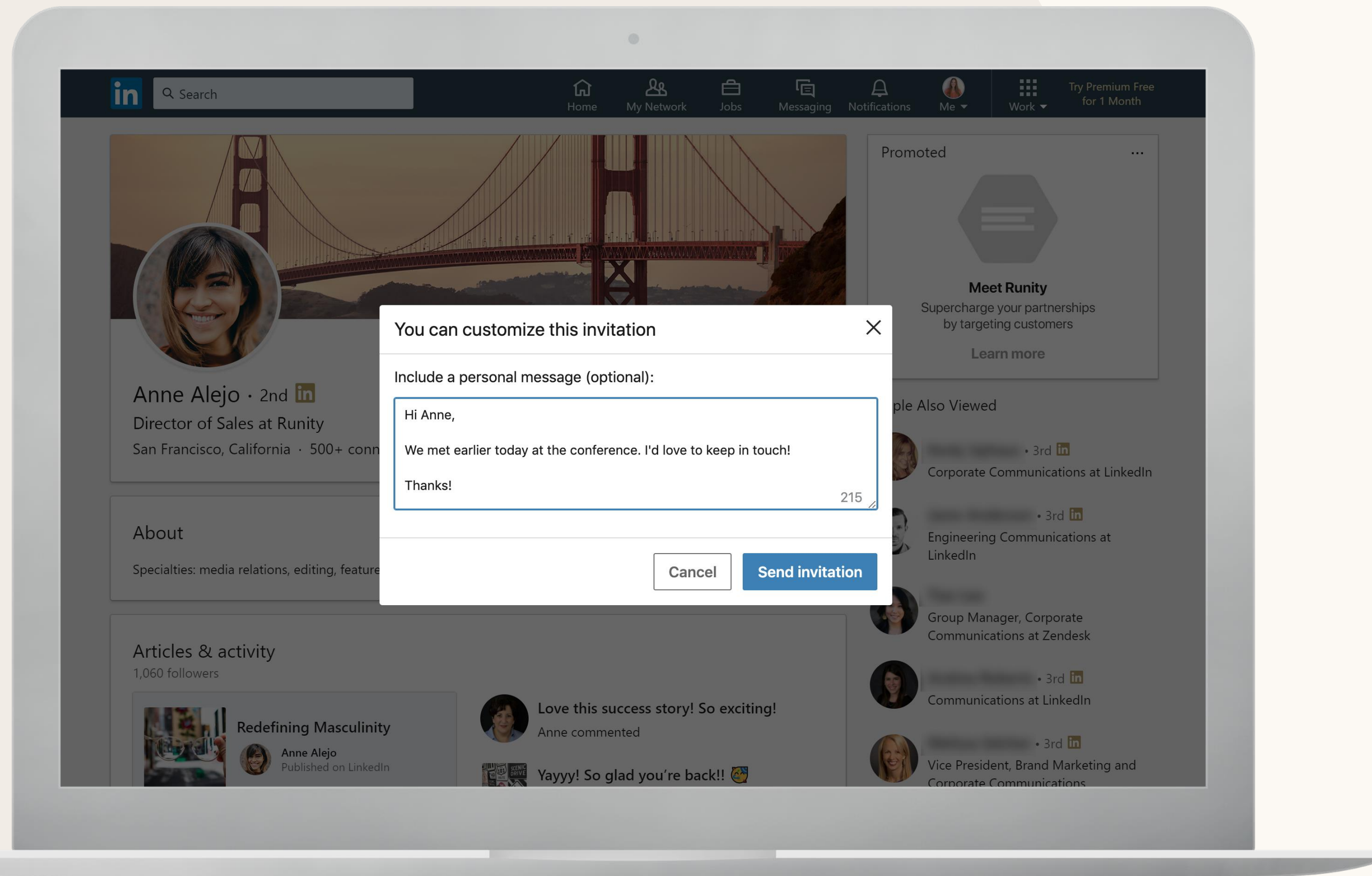


Search for new connections

After clicking “Connect,” you can send your invitation immediately or personalize your invitation request by selecting “Add a note.”



We recommend that you always add a personalized message to make it clear to the other person why you are reaching out.



Expand your network strategically

Who should I reach out to on LinkedIn?

- People you have something in common with
- People who have a job or work at a company that interests you
- People who may be able to connect you to someone who can help you achieve your goals

What should I say?

- Who you are
- How you came across their profile
- How they can help you





Use your network on LinkedIn to connect to opportunity

1. Message connections
2. Ask for informational interviews
3. Request referrals
4. Request recommendations
5. Add value and engage

Did you know?

LinkedIn members
are 4X more likely
to get hired at
companies where they
have connections

Lauren's story:
Your network can help you get the job



Message connections


Send messages to your connections directly from:

- ✓ The LinkedIn messaging page
- ✓ Your connections page
- ✓ Their profile page




If you don't know the person you're messaging in real life, clearly explain why you are reaching out.

Erin King
● Mobile • 12m ago


Erin King · 1st
Brand Communications Director, Runity

DEC 18


Kate Kiefer • 10:10 AM
Hi Erin,

I'm currently exploring careers in communications, and admire your experience and accomplishments in the industry. I'd appreciate the opportunity to hear about your career journey.

Would you be available for a 20-minute chat over the phone or in person in the next few weeks?

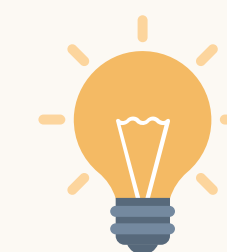
I look forward to hearing from you.

- Kate

Ask for informational interviews

The purpose of an informational interview is for you to:

- ✓ Gain advice on your career path
- ✓ Learn about an industry you are interested in
- ✓ Learn about a specific company you'd like to work for
- ✓ Establish a professional bond



After an informational interview, professionals may also consider you for future job openings they learn of.

Seth Soon

● Mobile • 30m ago

**Seth Soon** · 1st

Program Manager, FixDex Communications

JAN 12

**Kate Kiefer** • 2:02 PM

Hi Seth,

Hope you are doing well! I saw that FixDex is hiring a Communications Specialist, and I'm very interested in applying. This role seems like a great fit for me because it needs a self-starter who can operate within a complex environment.

Would you be willing to share any information on the position, the team, and what they might be looking for in a candidate? I'd be greatly appreciative.

Let me know if you have any questions about my experience as it relates to this role.

All the best,
- Kate

Request referrals

Ask for a job referral by reaching out to your connections at companies you intend to apply to.

Make sure to include:

- ✓ Why you are interested in the specific role
- ✓ Your appreciation for your connection's consideration

DID YOU KNOW? More than **60%** of the workforce has referred someone to work at their company.

Request recommendations

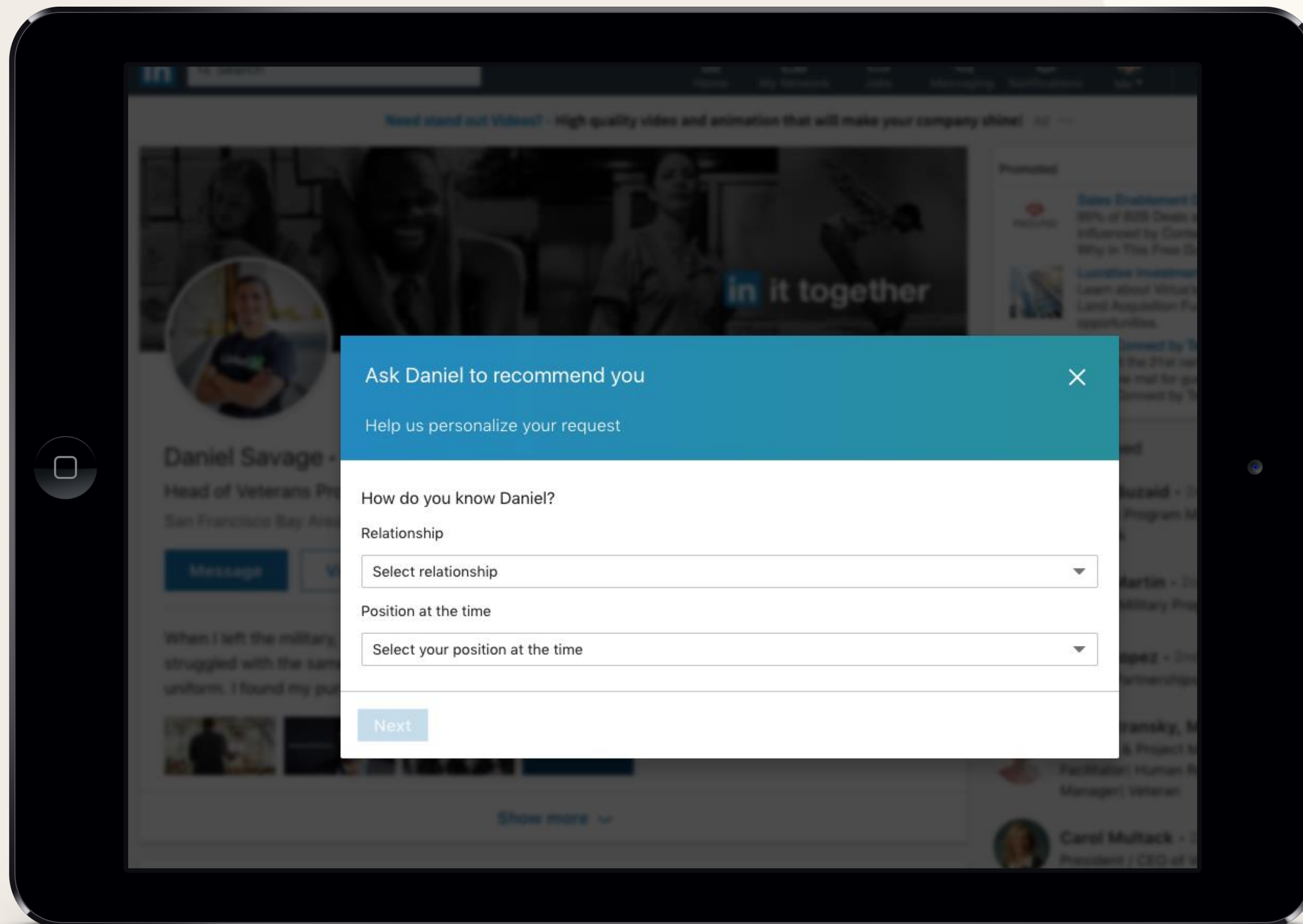
Recommendations on LinkedIn are like references from people in your network.

On a connection's profile, click **More...** and then **Request a Recommendation**.

You can select your relationship to this person, indicate whether you worked with them in a particular role, and customize your message.

Who should I ask to recommend me?

- ✓ Current or former managers
- ✓ Current or former colleagues, even those that were not directly on your team but who you worked closely with
- ✓ People who have mentored or advised you professionally, including through nonprofit training programs



Add value and engage with your network



Invest time in your Connections and request informational interviews



Like and share things that people in your network will care about and post



Join groups and exchange insights with school or program alumni



Give testimonials and recommendations to others



Search and apply for jobs on LinkedIn

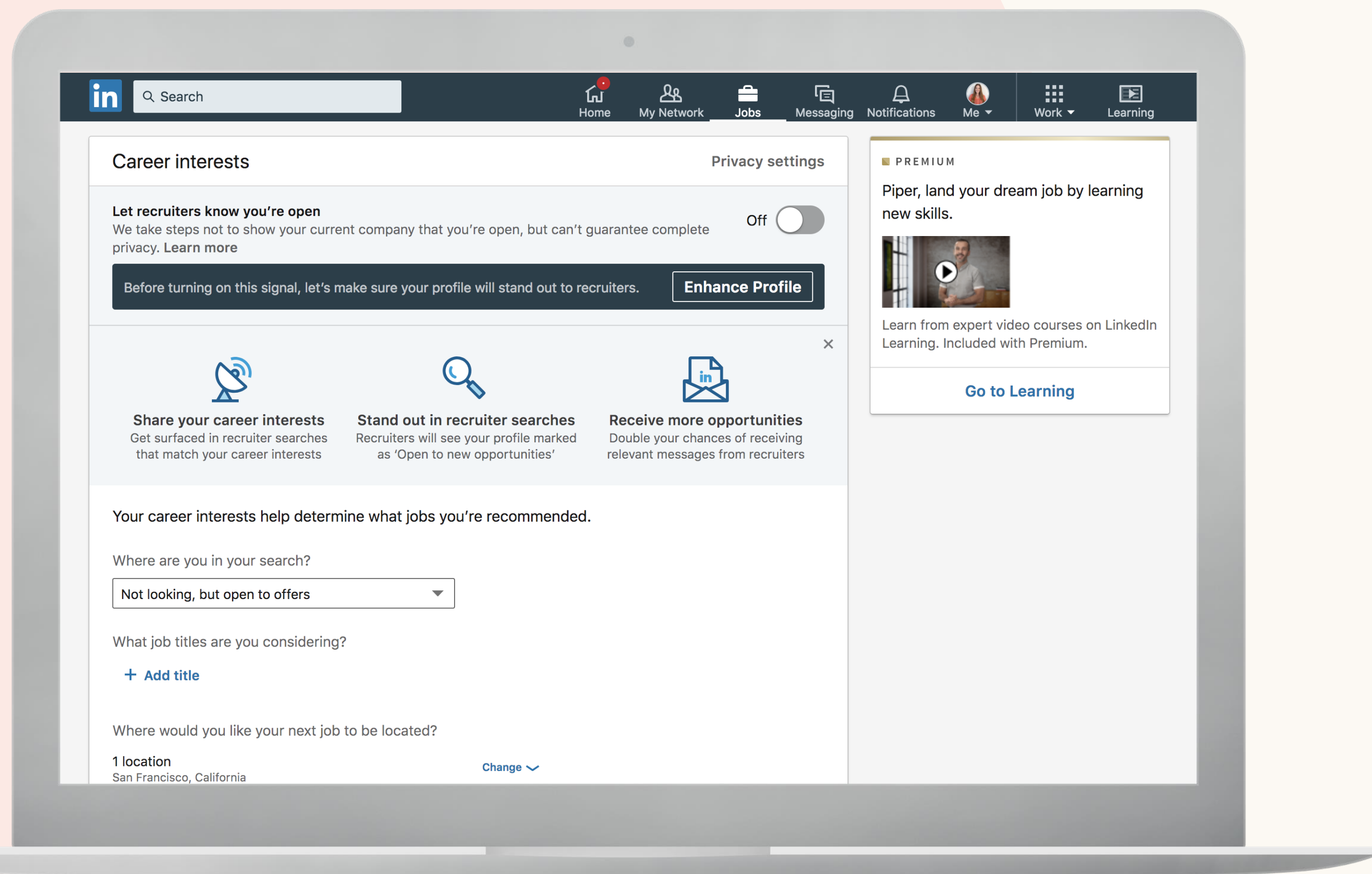
1. Set career interests
2. Search for jobs
3. Create search alerts
4. Review “Jobs You May Be Interested In”
5. Follow companies
6. Apply actively

Did you know?

31M+

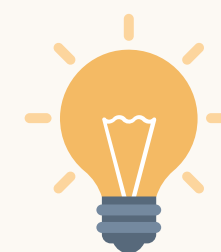
job seekers visit LinkedIn
jobs every week

Search and apply for jobs



Set Career interests

Include potential job titles and locations in your career interests to receive more relevant job suggestions.

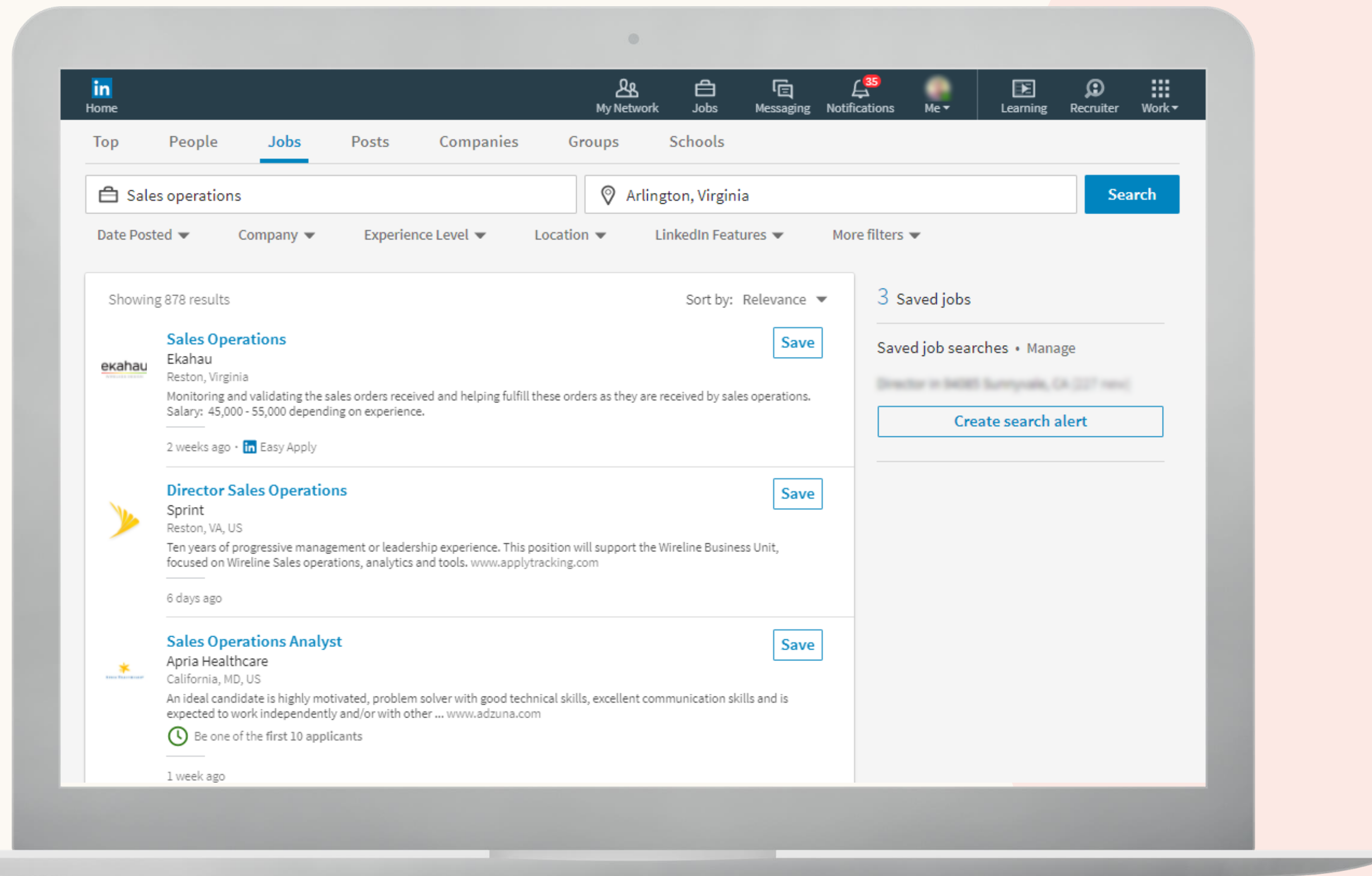


Turn on the Open Candidates setting to let employers know you are actively searching and available for a new job.

Search for jobs

Use LinkedIn's search filters to find jobs by:

- ✓ Keyword
- ✓ Job title
- ✓ Company
- ✓ Location
- ✓ Function
- ✓ Experience level
- ✓ Date posted

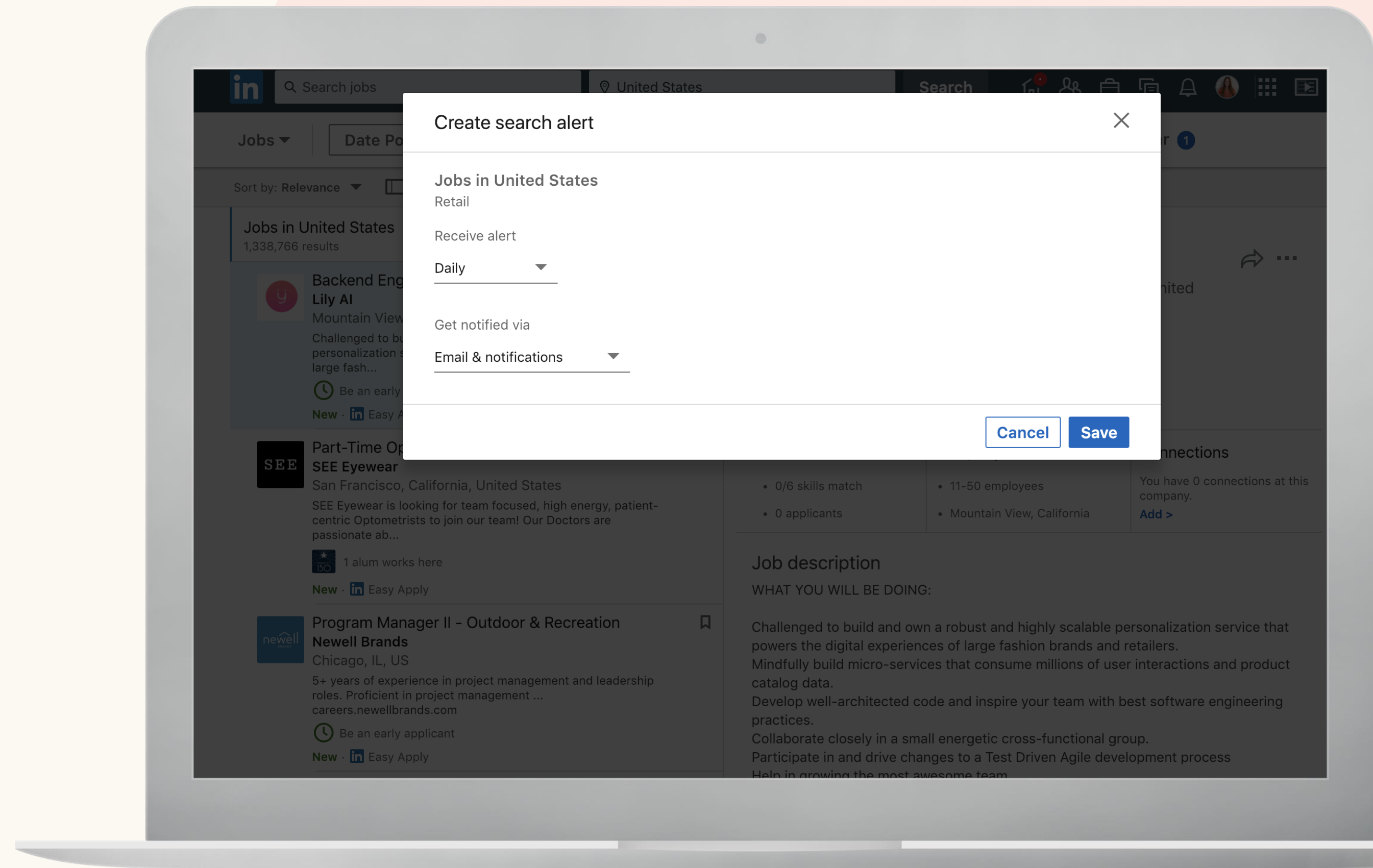


Create search alerts

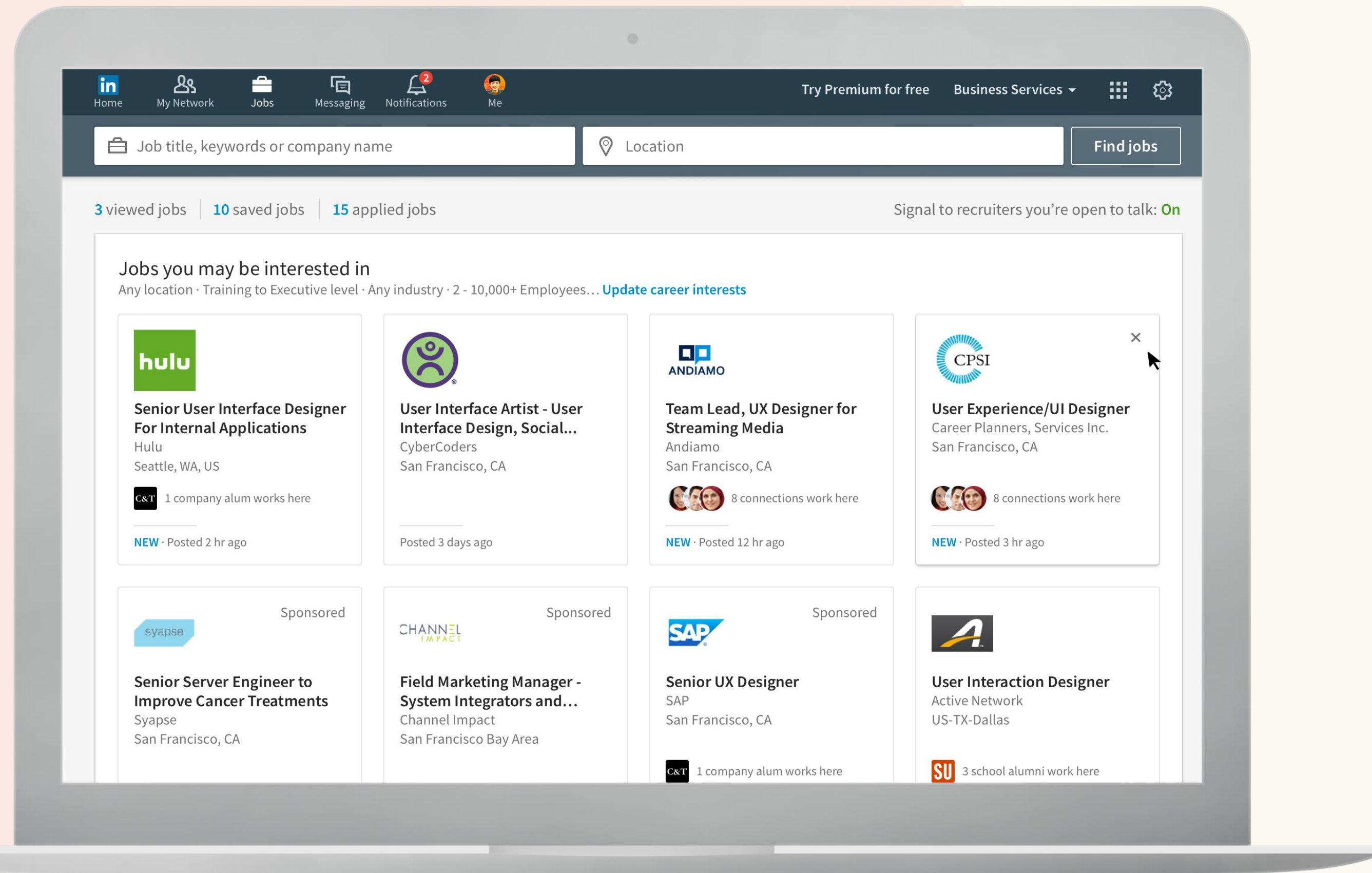
Create search alerts to be notified when jobs you are interested in are posted by turning on “Job Alerts.”

Use filters in the search bar to create alerts by:

- | | |
|-------------|--------------------|
| ✓ Keyword | ✓ Function |
| ✓ Job title | ✓ Industry |
| ✓ Company | ✓ Experience level |
| ✓ Location | ✓ Date posted |



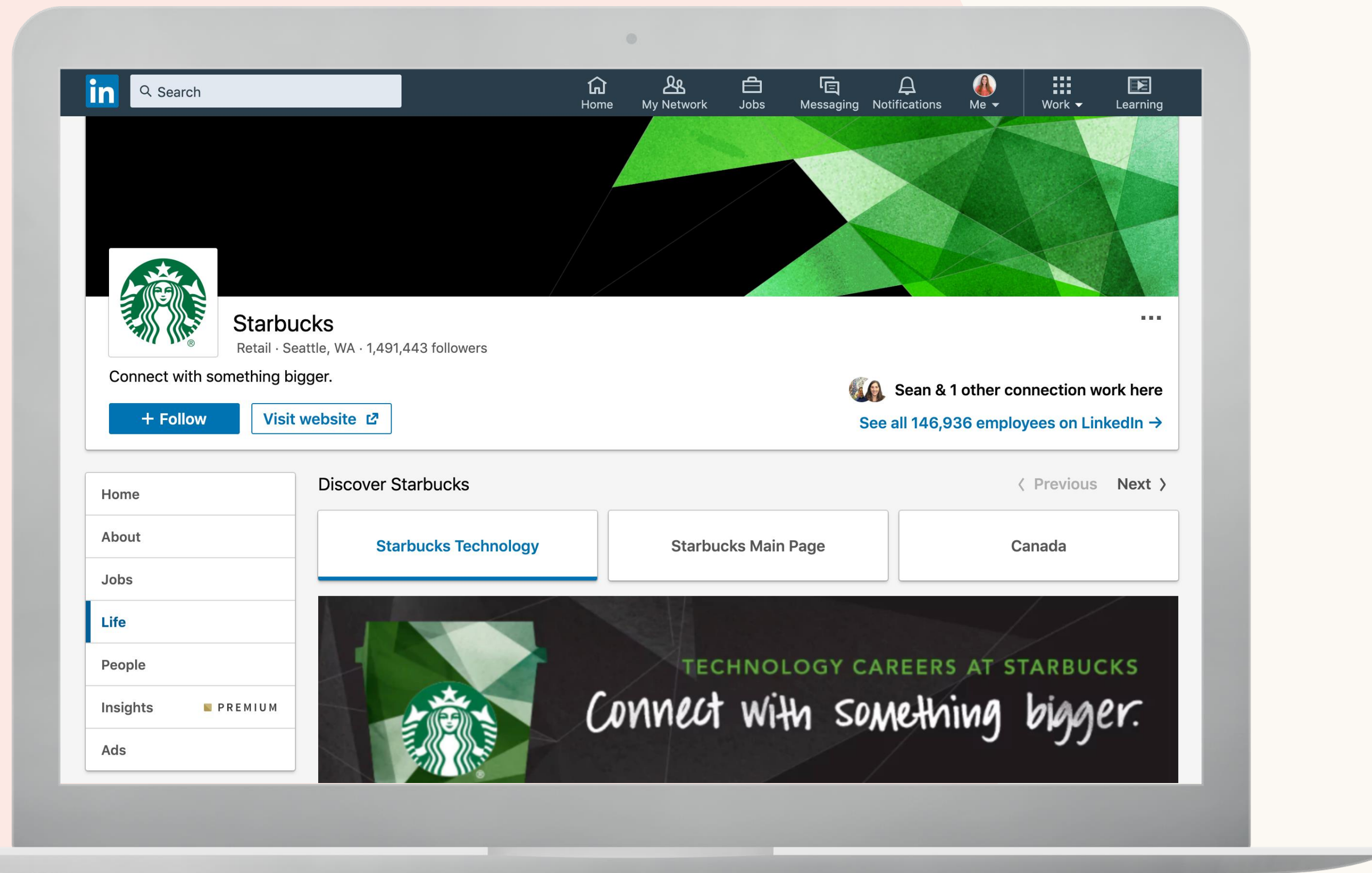
Search and apply for jobs



Review jobs you may be interested in

For the best job recommendations, make sure your profile is filled out with accurate:

- ✓ Work experience
- ✓ Skills
- ✓ Location information



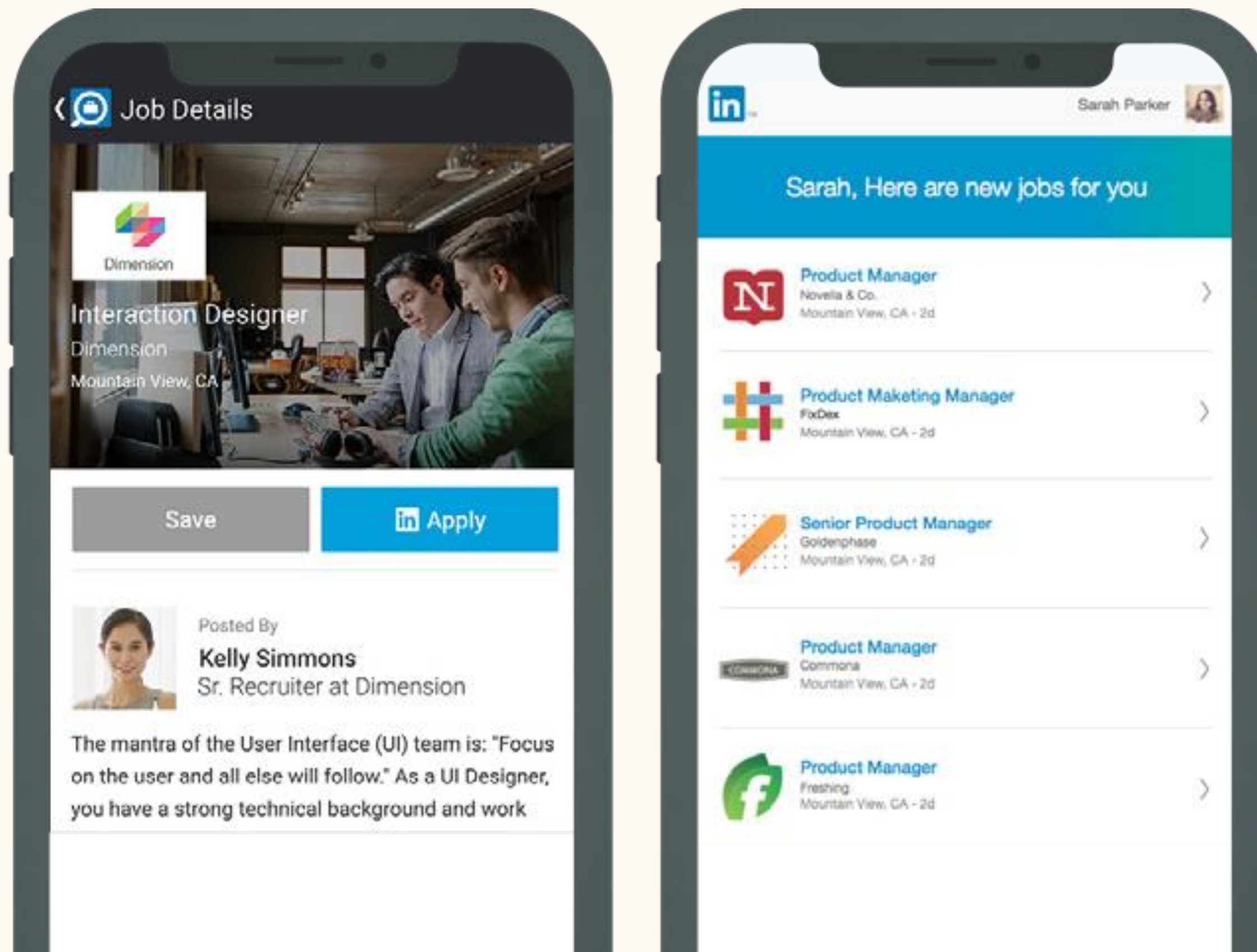
Follow companies

Explore employers you are interested in working for by following their company page.

Check out the “Life” section to learn more about the company’s culture, values, and professional development opportunities.



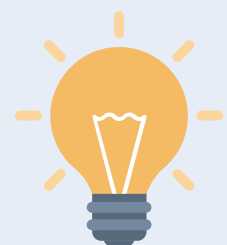
Recruiters on LinkedIn can filter specifically for candidates who have engaged with their company page. Make sure to show your interest by taking this easy step.



Apply actively

Use the “Easy Apply” or “Apply on company website” button to quickly apply for a job you want.

Stay on top of your job search by using the LinkedIn mobile app to find and apply for new jobs, anywhere, any time.



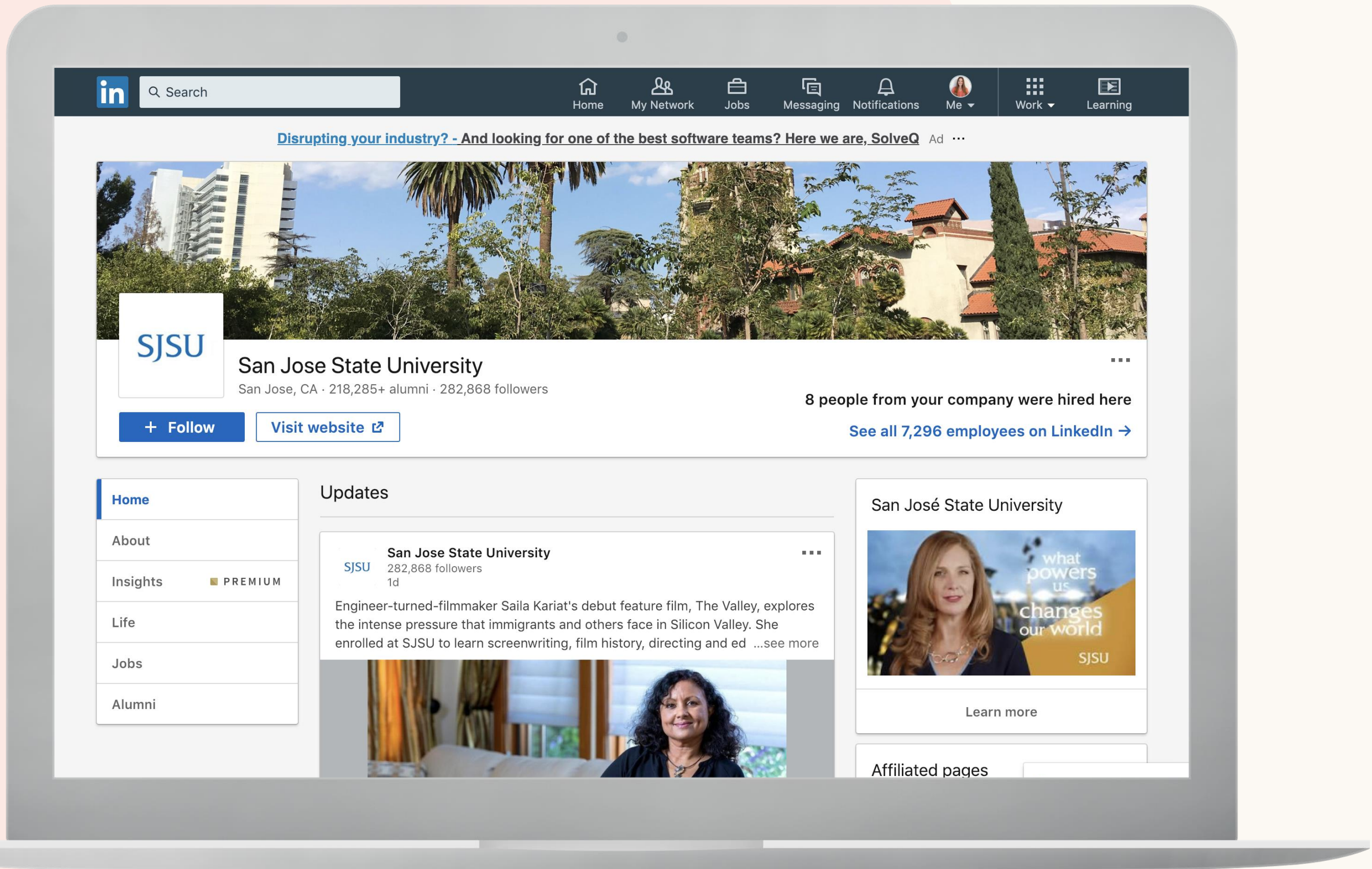
Applicants who apply to jobs within the first three days of posting are **13% more likely** to get the job.



Extra credit

Additional features and guidance to help you advance your career

1. Explore schools
2. Explore alumni
3. Join groups
4. Privacy settings



Explore schools

Find and view the latest news from schools you have attended or are interested in attending by filtering for “Schools” using the search bar.

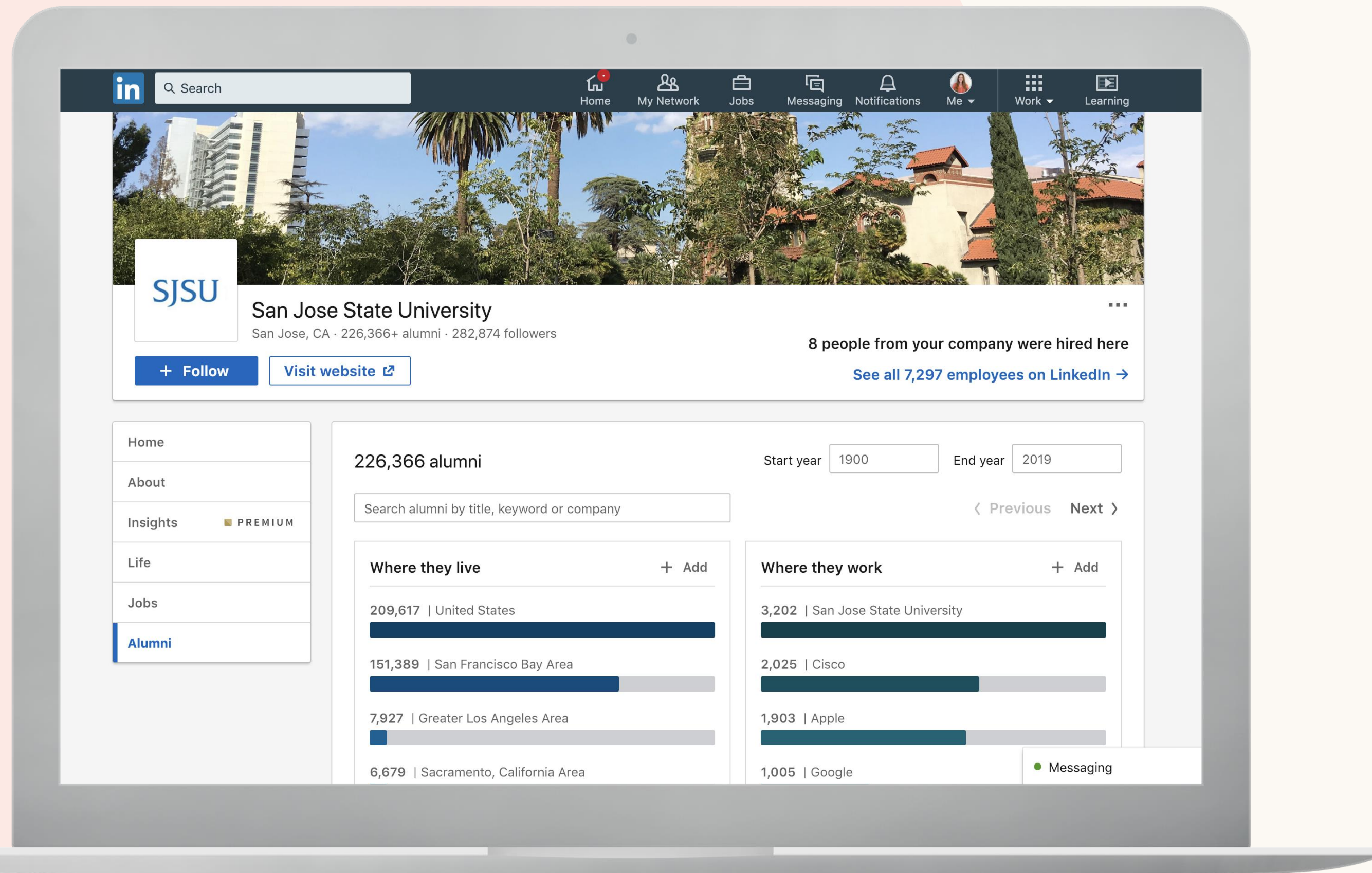
Explore alumni

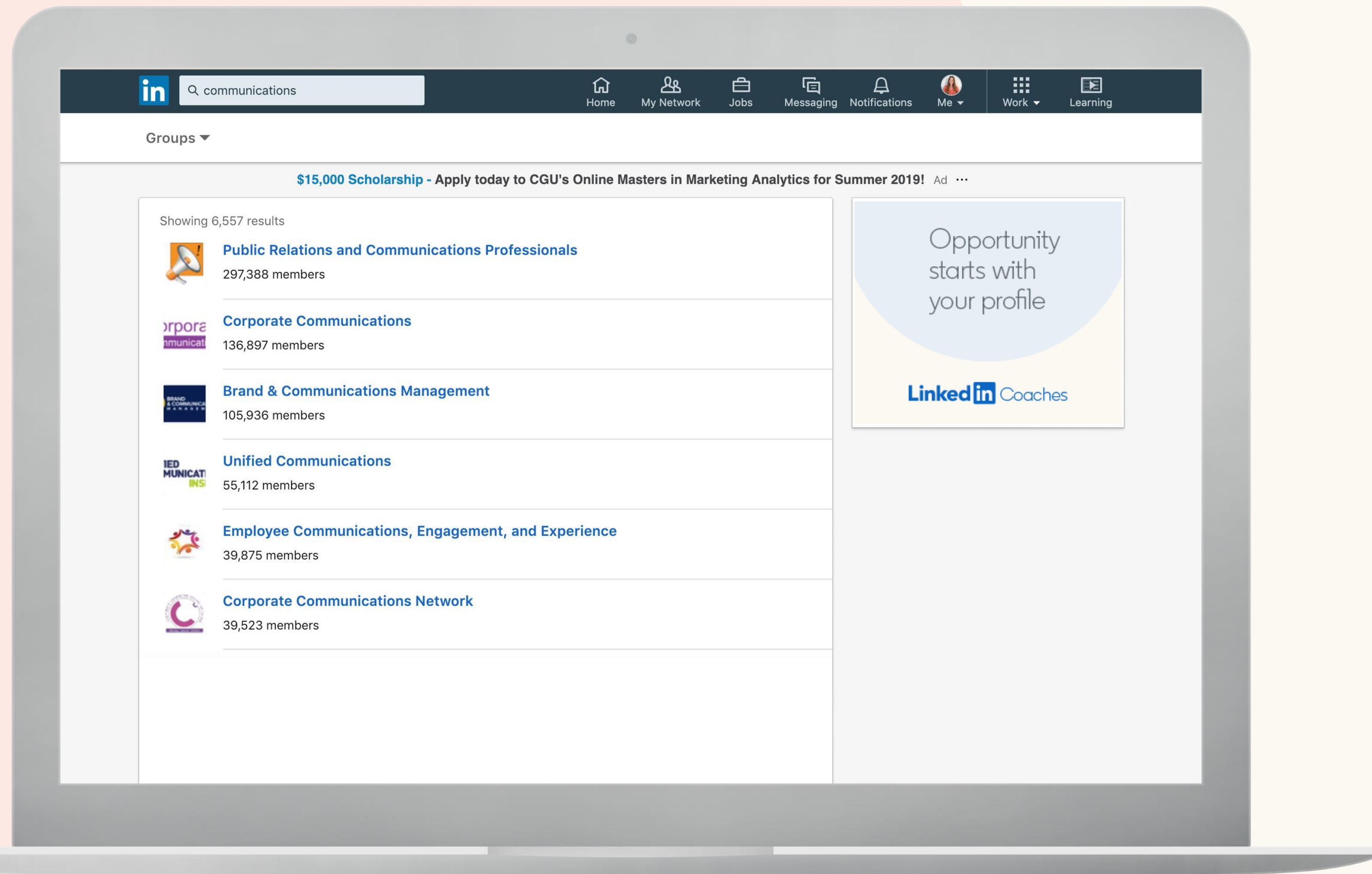
Explore the career paths taken by school or program alumni.
By clicking “Alumni,” you can view:

- ✓ Where alumni live
- ✓ Where alumni work
- ✓ What alumni do
- ✓ What alumni studied



Consider reaching out to anyone whose career interests you for an informational interview.





Join groups

Find and join groups of professionals to give and get career help and resources by filtering for "Groups" using the search bar.

Consider joining groups for:

- ✓ Professionals in your industry
- ✓ Alumni of your school or training program

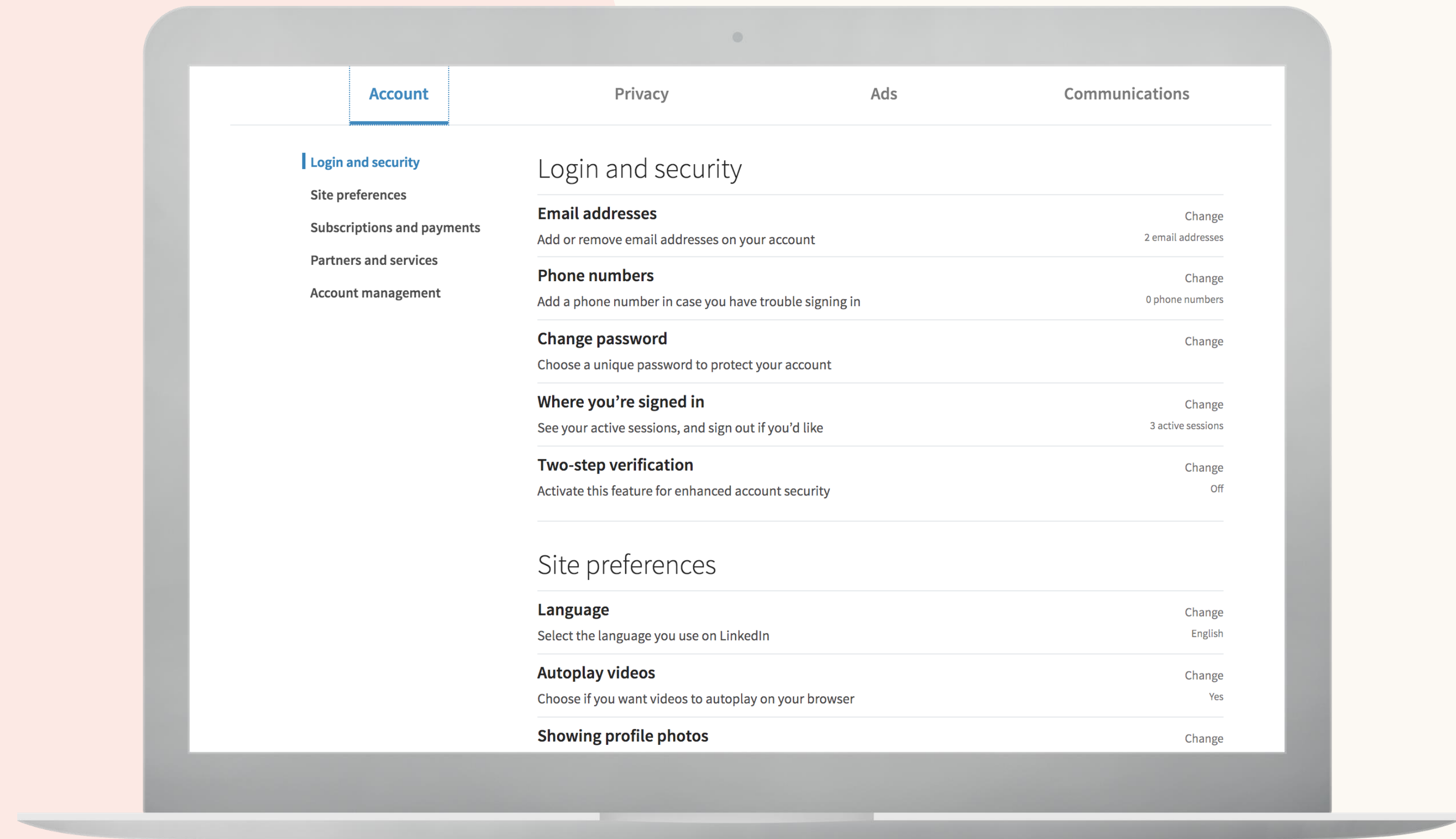
Privacy settings

Click the “Me” icon at the top of your LinkedIn homepage.

In the dropdown menu, select “Settings & Privacy” to begin managing your preferences.

For example, you can:

- ✓ Change the language you use on LinkedIn
- ✓ Change your password
- ✓ Control your notification preferences



Free Online Learning Courses

news.linkedin.com/coronavirus-resource-hub/online-courses


LinkedIn COVID-19 Resources

New opportunities Urgent hiring support Online courses Work resources


Learn new skills with free online courses

LinkedIn is offering courses to help build important skills such as remotely managing a team, finding a job, and coping with new stressors.

[Explore more](#)



8 learning paths to help you develop your skills — no matter what role or industry you're in




For job seekers
How job seekers navigate their careers in today's job market

Sample courses:

- Recovering from a layoff
- Finding a job
- Video interview tips

[See all courses](#)



For remote workers
How remote professionals remain productive and efficient

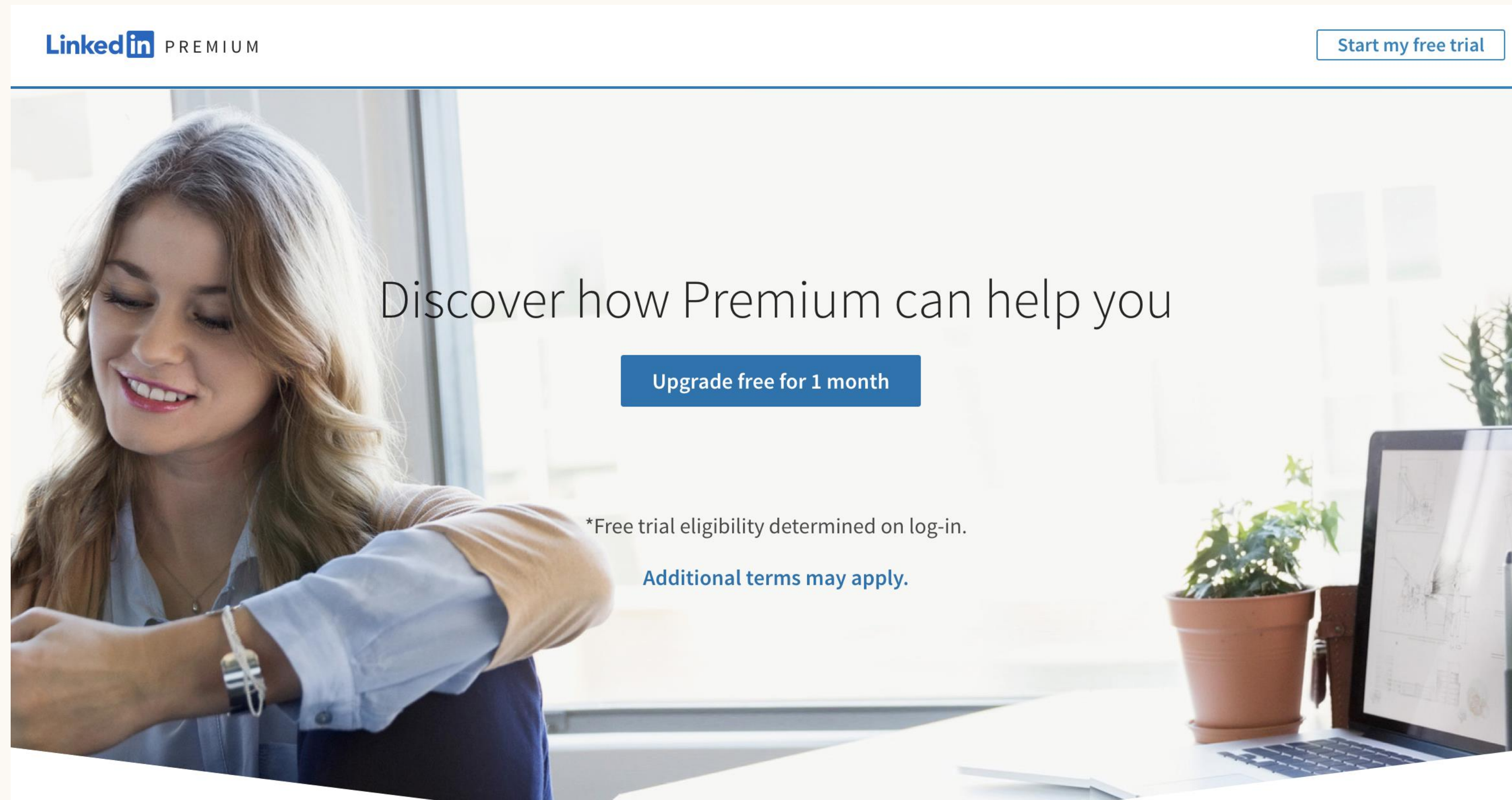
Sample courses:

- Time management: Working from home
- Productivity tips: Finding your productive mindset
- Executive presence on video conference calls

[See all courses](#)

<https://news.linkedin.com/coronavirus-resource-hub/online-courses>

LinkedIn Premium

A promotional banner for LinkedIn Premium. The background is a photograph of a smiling woman with long blonde hair, wearing a light blue shirt, sitting at a desk. On the desk, there is a laptop displaying a technical drawing, a potted plant, and some papers. The overall scene is bright and professional.

LinkedIn PREMIUM

Start my free trial

Discover how Premium can help you

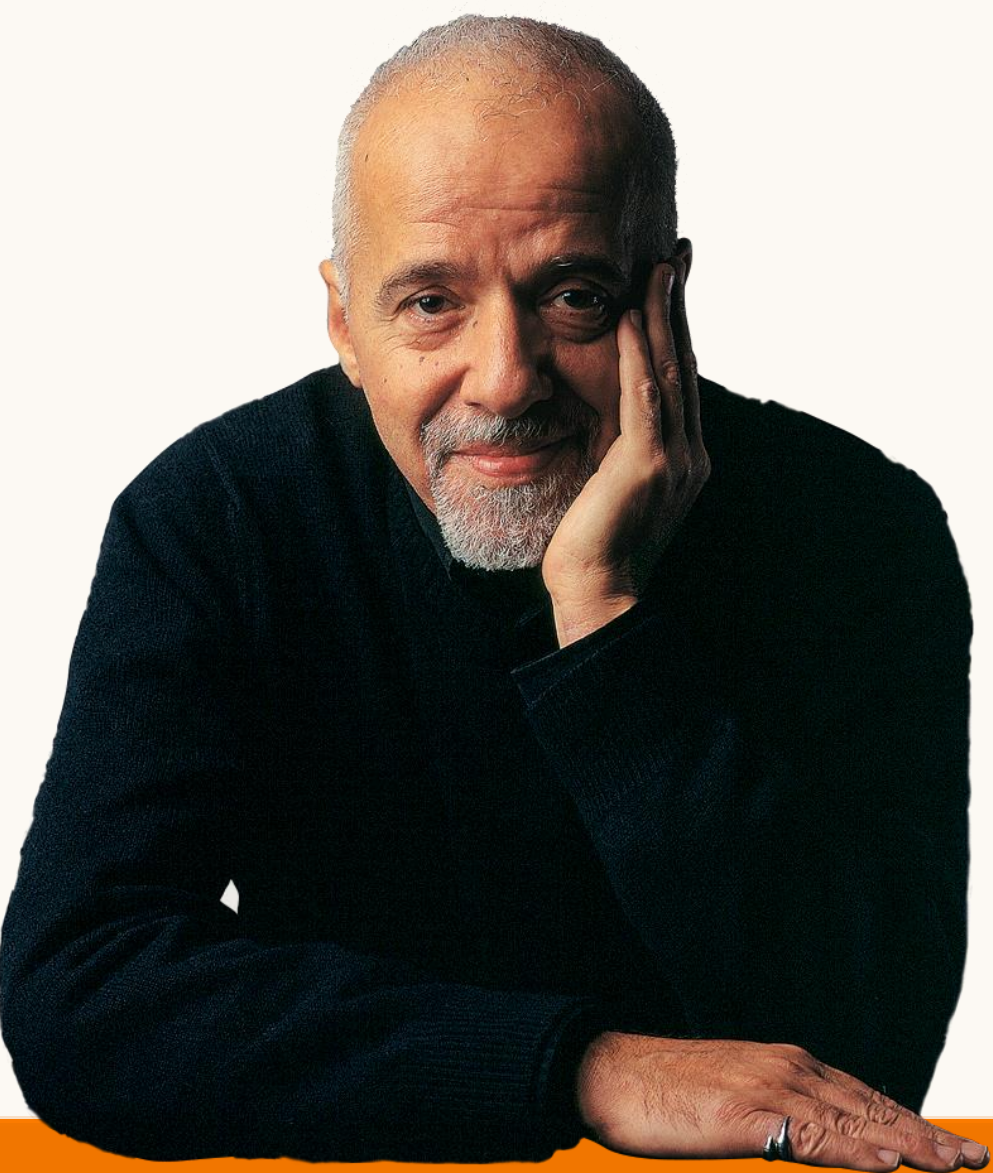
Upgrade free for 1 month

*Free trial eligibility determined on log-in.
Additional terms may apply.

<https://premium.linkedin.com/>

Close-Out/Closing Quote

**How are you leaving
today's info session?**



And one has to understand that
braveness is not the absence of fear
but rather the strength to keep on
going forward despite the fear.

Paulo Coelho

Novelist | 1947 - Present



Who will lend their voice to read our Closing Quote?

LinkedIn Coaches