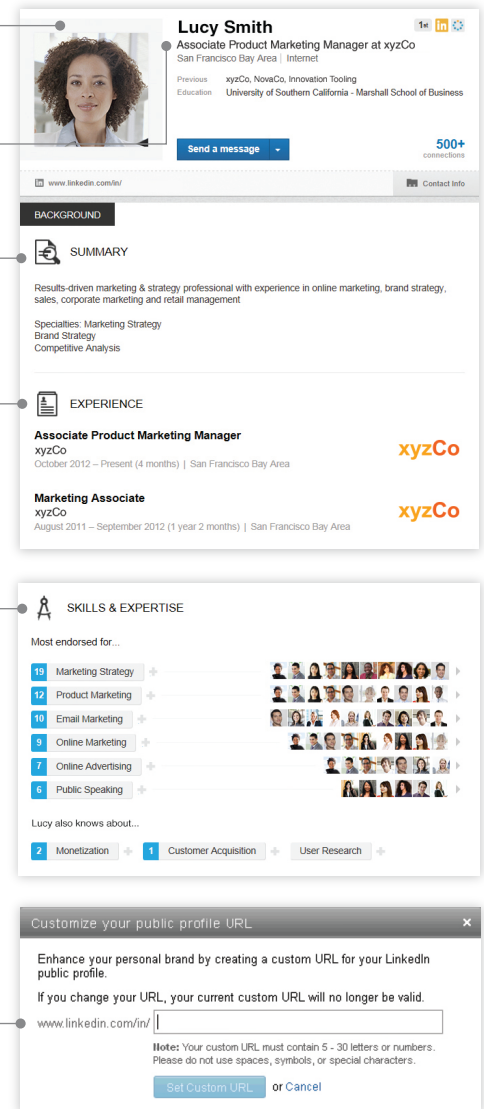


Job Search Checklist

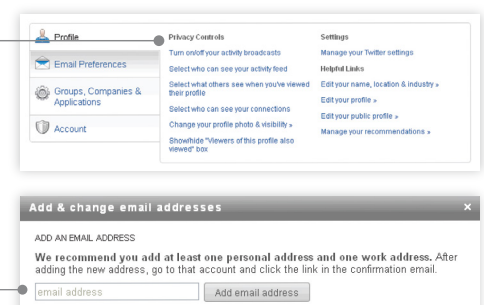
LinkedIn Profile

- ☐ **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.



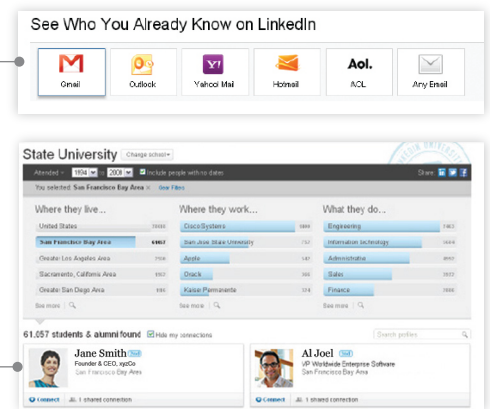
Settings

- ☐ **[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.



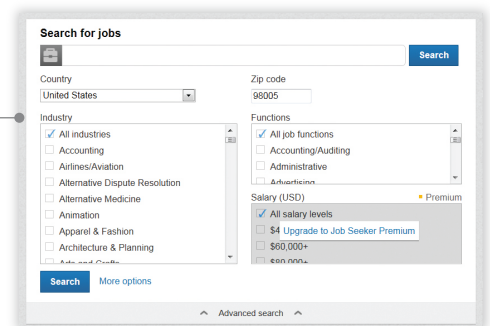
Using Your Network

- ☐ 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.



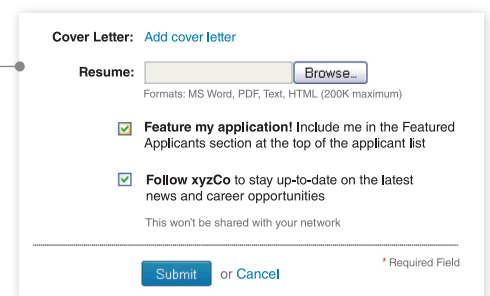
Job Search

- ☐ 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.

