Linked in Job Search Checklist

☐ **Photo**
Add a professional-looking **profile photo** to be **7 times 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** that highlights your relevant skills and your ability to get results

☐ **Experience**
List your experience with a few **accomplishment** bullets for each (including any relevant volunteer work)

☐ **Education**
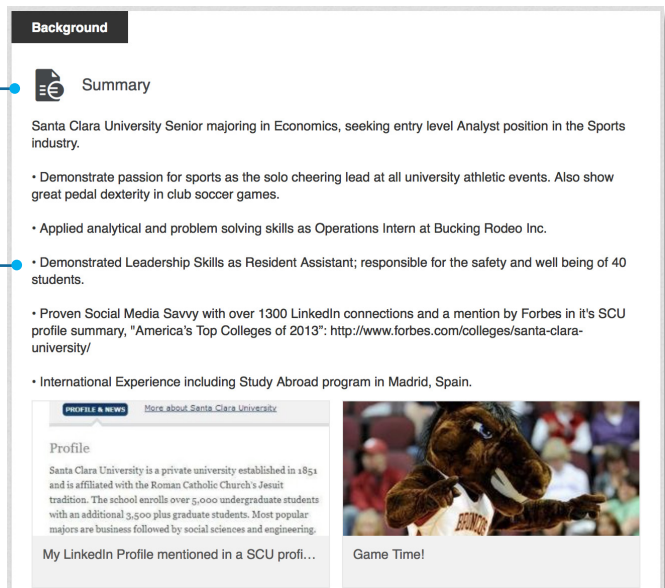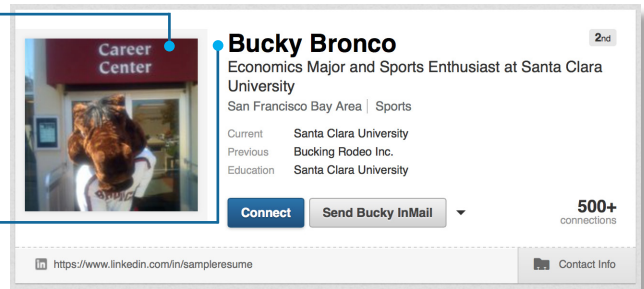List your SCU **education** and other training

☐ **Recommendations & Endorsements**
Get **recommendations** and endorsements from former colleagues, managers, etc.

☐ **Skills and Expertise**
Add at least 5 key **skills** to your profile

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

☐ **URL**
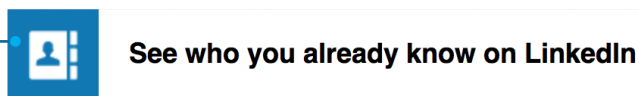**Customize** your profile URL (and include it on your resume, email signature, business cards, etc.)

☐ **Connect**
Connect with Bucky Bronco to see a **sample profile**

🔵 **TIP:** **Privacy Settings**
Control what others see about you and what types of notifications are sent out to your network

---

Bucky Bronco
2nd

Economics Major and Sports Enthusiast at Santa Clara University

San Francisco Bay Area | Sports

Current	Santa Clara University
Previous	Bucking Rodeo Inc.
Education	Santa Clara University

Connect | Send Bucky InMail | ▼

500+ connections

https://www.linkedin.com/in/sampleresume

Contact Info

Background

📄 Summary

Santa Clara University Senior majoring in Economics, seeking entry level Analyst position in the Sports industry.

• Demonstrate passion for sports as the solo cheering lead at all university athletic events. Also show great pedal dexterity in club soccer games.

• Applied analytical and problem solving skills as Operations Intern at Bucking Rodeo Inc.

• Demonstrated Leadership Skills as Resident Assistant; responsible for the safety and well being of 40 students.

• Proven Social Media Savvy with over 1300 LinkedIn connections and a mention by Forbes in it's SCU profile summary, "America's Top Colleges of 2013": http://www.forbes.com/colleges/santa-clara-university/

• International Experience including Study Abroad program in Madrid, Spain.

PROFILE & NEWS   More about Santa Clara University

Profile
Santa Clara University is a private university established in 1851 and is affiliated with the Roman Catholic Church's Jesuit tradition. The school enrolls over 5,000 undergraduate students with an additional 3,500 plus graduate students. Most popular majors are business followed by social sciences and engineering.

My LinkedIn Profile mentioned in a SCU profi…

Game Time!

✦ Skills

Top Skills

25	Data Analysis
24	Team Leadership
17	Social Media
16	Interpersonal...
12	Leadership
10	Business Analysis
9	Business Development

LinkedIn

BUILD YOUR NETWORK BEFORE YOU NEED IT

☐ See who you already know on LinkedIn by searching your email contacts and send **personalized invitations** to connect.
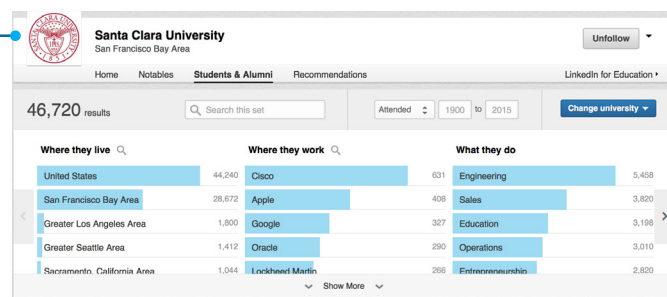
See who you already know on LinkedIn

☐ Use the **Contacts** feature to find out where SCU alumni are working and reach out to them.

☐ Ask for **introductions** through your contacts to others you would like to know.

☐ Join the SCU and Alumni Association group: *www.scu.edu/linkedin*.

☐ Join the SCU Career Center Jobs Network LinkedIn Group: *bit.ly/SCUJobNetwork*

Santa Clara University
San Francisco Bay Area

Unfollow

Home   Notables   **Students & Alumni**   Recommendations   LinkedIn for Education ▸

46,720 results   🔍 Search this set   Attended ⌄   1900 to 2015   Change university ⌄

Where they live 🔍		Where they work 🔍		What they do	
United States	44,240	Cisco	631	Engineering	5,458
San Francisco Bay Area	28,672	Apple	408	Sales	3,820
Greater Los Angeles Area	1,800	Google	327	Education	3,198
Greater Seattle Area	1,412	Oracle	290	Operations	3,010
Sacramento, California Area	1,044	Lockheed Martin	266	Entrepreneurship	2,820

⌄ Show More ⌄

LEVERAGE LINKEDIN FOR YOUR 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.**
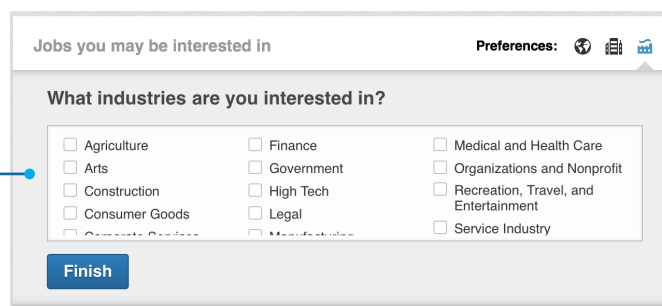
☐ Sign up for **saved search email alerts** to get automatic notifications about new jobs that meet your criteria.

☐ **Follow** companies and people of interest to you to get updates on your homepage.

☐ 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.

☐ See how you are connected to each company through your **connections** and reach out to them.

Jobs you may be interested in   Preferences: 🌐 🏢 📊

What industries are you interested in?

☐ Agriculture   ☐ Finance   ☐ Medical and Health Care
☐ Arts   ☐ Government   ☐ Organizations and Nonprofit
☐ Construction   ☐ High Tech   ☐ Recreation, Travel, and Entertainment
☐ Consumer Goods   ☐ Legal   ☐ Service Industry

Finish

Discover jobs in your network
Reach out to your connections for a referral

DIRECTV

Cornell University

ORACLE

DIRECTV Careers
505 jobs

Cornell University Careers
3 jobs

Oracle Careers
9,110 jobs