

Executive Career Reinvention Resource: Leveraging LinkedIn



Invest in premium membership for LinkedIn. Why?

1. Find people – and get found
 - ✓ Contact professionals on LinkedIn with InMail
 - ✓ See who's viewed you - then reach out
 - ✓ Get noticed by recruiters and hiring managers
 - ✓ Create a resume quickly with Resume Builder
 - ✓ Access premium resources such as a video sharing tips on how to make recruiters come to you or a video on mastering interview questions
2. Find jobs where you'd be a great fit: *“View an open job to see whether the skills required match your skillset, and understand how you stack up against other applicants. Use this information to help you craft your unique story, position yourself to the hiring manager, and prep for your interview.”*
3. Discover your earning potential: *“See a detailed breakdown of salaries by job title and location, and explore how the data varies by industry, company size, education level and field of study. Leverage this information to identify your best career opportunity and shape discussions with recruiters.”*
4. Get an exclusive look at company trends: *“Looking to join a growing company? Premium provides an in-depth look at company hiring trends, like employee growth, average tenures, and company size. With this information, you can prioritize applying to companies that meet your ideal profile.”*

And more.

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Erin's favorite features?

For career exploration, strategically use the job seeking preferences in your Settings.

Job seeking preferences

Job application settings

Choose what information LinkedIn saves when you submit a job application.

Let recruiters know you're open to opportunities

Share that you're open and appear in recruiter searches matching your career interests

Signal your interest to recruiters at companies you have created job alerts for

This will be applied for companies that you have created job alerts for.

Sharing your profile when you click apply

Choose if you want to share your full profile with the job poster when you're taken off LinkedIn after clicking apply

Stored job applicant accounts

Manage which third party job applicant accounts are stored on LinkedIn.

Download your contacts to Excel and mine your network. Here's how:

- Click the My Network icon at the top of your LinkedIn homepage.
- Click Your connections on the left-hand side.
- Click Manage synced and imported contacts near the top right of the page.
- Under Advanced actions on the right rail, click Export contacts.
- Click Request Archive.