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## To find a job using LinkedIn you need to know...

**What is it?** LinkedIn is a virtual professional network, in other words a professional Face book. For a more detailed explanation visit: <http://press.linkedin.com/about>.

**How does it work?** By registering with LinkedIn you are able to create an online profile. Essentially, this is an electronic version of your resume. You are then given an opportunity to “build your network” by looking up friends, classmates, and business associates through various search methods such as uploading your e-mail contact list or searching by name.

**How can I use this to optimize my job search?** There are several ways to use LinkedIn during your job search. The following are a few simple tricks you can use during your search:

- **Use the job search option at the top of the screen.** This option enables you to perform a search of available positions.
- **If possible let your network know you are looking.** If you don't mind going public with your search, use the “what are you working on now” box to let your contacts know what you are looking for.
- **Join job search, professional or alumni groups.** Many groups have job postings directly in them or they have recruiters looking for talent.
- **Cyber network.** Review the connections of some of your trusted contacts. If you see someone that you would be interested in working for send your contact a quick e-mail or message and ask them if they would feel comfortable introducing the two of you. Check out our informational interview tips sheet for a clever way to land jobs that are not advertised.

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### Time for a tune-up?

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