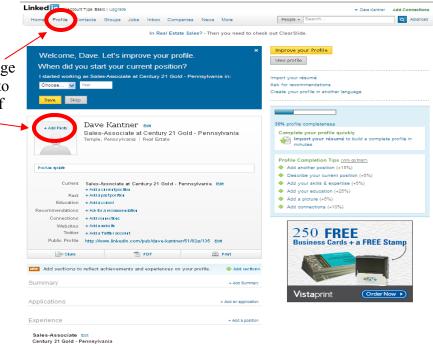
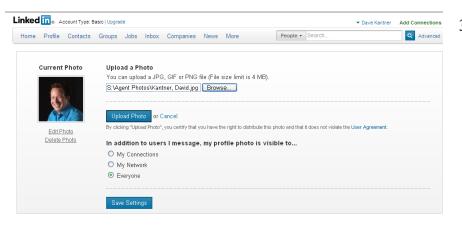
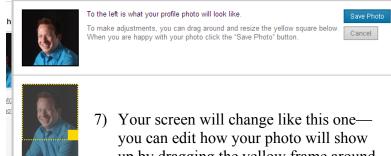
# How to Edit Your LinkedIn Profile

# Adding a Photo

- 1) Once you are signed into your LinkedIn Account, click Profile at the top of the page
- Once your profile loads (like the picture to the right), click on "+Add photo" aside of your name







Your screen will change like this one you can edit how your photo will show up by dragging the yellow frame around your photo. Once you are done editing your photo, click "Save Photo" 3) Your screen will change like the one to the left, click on the "Browse" button to load the search screen:

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- 4) Pick the photo you want to use and click open. The location of your photo will show up aside of the browse box.
- Make sure the box is checked to the word "Everyone" so that everyone searching for you will see your photo and not just your connections
- 6) Click Upload Photo

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Experience (in LinkedIn) is simply your work history - where you work currently and any past positions you want to post.

Under "Experience" with your current profile you see the position you setup while creating your LinkedIn Account. You can go into this listing at any time by clicking "Edit" aside of that posting.

To add a past position (or another current position):

- 1) Click "+Add a position" aside of the Experience section
- 2) The following screen will come up on your monitor:

Home Profile Contacts Groups	Jobs Inbox Companies News More People - Search
Edit Profile View Profile	
Add Position	
Company Name:	Century 21 Woolston Associates [Change Company ]
	More information about this company
	Website:
	Industry: Real Estate
Title:	Advertising Coordinator
Location:	Shillington, Pennsylvania
Time Period:	I currently work here January V 1995 to January V 1998
Description:	I entered listings into the multiple listing service, I submitted ads for print, helped the agents create flyers for sending to their client base. I also helped answered the phones as well as made call backs to clients who called into the company to see if there was anything else we could do for them.
	See examples Silves Changes or Cancel

- 3) Fill out the company name (as you type in your company name you will see things populate underneath. If the company you work for has a LinkedIn, you can choose that one. If not, continue typing in your company name and you can enter what Industry it was - in my example it was my former employer who has since closed)
- 4) Type in your Job Title, the location, the dates you worked for them, and a description of your job duties.
- 5) Click "Save Changes" when you are done. You will be taken back to your profile and this new position will be posted under Experience.

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- 3) Fill out the School Name. Once again, schools will auto -populate and most schools are on Linked in, so choose the one you went to.
- 4) Type in your Degree, the field of study, dates attended, grade, activities you were involved in, or any additional notes. Keep in mind none of this is required so whatever you choose to display will be what displays.
- 5) Click "Save Changes" when you are done. You will be taken back to your profile and this new position will be posted under Education.

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## **Adding Additional Information**

This will make your LinkedIn Profile more accessible to your other sites and social media accounts

To add additional information:

- 1) Click "+Add" aside of anything under the Additional information section
- (2) The following screen will come up on your monitor:

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	Tip: Use commas to s Examples: Kiwanis, I				See more		
Honors and							
Awards:						<u>~</u>	
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	Examples: Who's Wh	no In Ameri	ca, 1999-	-2004 See more			
	Save Changes	or Canc	el				
	Note: You can add ar	nd edit Twi	tter acco	unts on the Twitte	er Settings p	age.	

3) Under websites, you can choose the type you want to list (for example, you can choose company and then in the box aside of that you can type in http://

www.c21gold.com). If you want to put a FaceBook page, just click on Other site and then in the URL field next to that, type in your FaceBook Business Page's link that you setup on Facebook. You can add 3 websites/ Blogs/Social Media Sites here.

- You can also fill in Interests that you have (outside of work), and Groups (such as any social clubs you belong to), as well as any Honors and Awards (Century 21 Ruby Award Winner 2011).
- 5) Click "Save Changes" when you are done. You will be taken back to your profile and this new position will be posted under Additional Information.

Home Profile Contacts Groups Job	s Inbox Companies News More In Real Estate Sales? - Then you need	I to check or	Want to be found	d and contacted? This is
Welcome, Dave. Let's impr When did you start your cur		×	where	you can do it!
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2 Things we won't be covering here is asking for a recommendation and applications (these will be covered in other tutorials)

The last 2 things on your profile listing is "Contact Me For" and "Skills"

If you click "Change Contact Preferences" on your LinkedIn Profile (toward the bottom), the screen to the left shows up.

You want your profile to be found and used for anything as you never know where your next sale will come from so I would suggest just keeping everything checked.

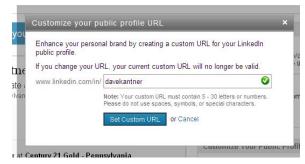
### Adding Skills

- 1) Click Add a skill aside of the Skills section
- 2) The screen to the right will pop up.
- 3) Add a skill in the box (and as you type things in, LinkedIn will make suggestions). Some of my suggestions include Residential Homes, Commercial Property Sales, Short Sales, Land Development. Basically any term real estate related you can try. These are quick search words that people can use to find someone with knowledge in a certain area so the more you have - the better off you will be!
- 4) Click "Add Skills & Expertise when you are finished and you will see them added to your profile when it reloads.

Home Pro	file Contacts	Groups	Jobs	Inbox	Companies	News	More	People
Edit Profile	View Profile							
Add Skills &	Expertise							
You can a	dd 50 more skill(s)	to vour profil	e		Add			

1	Dave Kantner Edit	
E Pan de	Sales Associate at Century 21 Gold - Pennsylvania Reading, Pennsylvania Area   Real Estate	
Dave Kantner Ch	eck out the new Century 21 Gold Linked In profile!	×
	Century 21 Gold - Pennsylvania	
Gale F	CENTURY 21 Gold was founded in the summer of 2011 as a esult of 2 local real estate companies (CENTURY 21 Advance Realty and CENTURY 21 Call First) merging together to form one of Berks County's biggest real estate companies. With 2 ocations in	
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 To change your URL click on "Customize Your Public Profile URL" in the first section and the screen below will load:



- 4) Type in a new name (such as your full name). If that name is available, you will see a green check mark appear. Once you are satisfied and found one that is available, click "Set Custom URL"
- 5) To Customize your public profile you will see this in the section below the Public Profile URL. You can make your public profile available to everyone or no one (which isn't recommended since people can find your profile through Google Searches and if you are not available, you won't be found). You can also decide not to show your Picture, headline, current or past positions, education, or what you are interested in. Once you make and changes to this, you can go anywhere else on LinkedIn and it will be saved (No need to save anywhere here when making changes it will automatically be saved).

#### Updating what displays and changing your LinkedIn Link

If anyone would visit your profile, they will see pretty much what you see to the left. You can change what is displayed to new people as well as your contacts and you can also change your profile name to something easy people can type into their web browser to pull up your profile.

Click "Edit" next to your Public Profile Name
 The screen will change to the one below (I am only showing the right hand side of the screen here)

