

Global Mentorship Initiative

Creating a Professional LinkedIn Profile

This guide assumes you have already created a LinkedIn account.

globalmentorship.org



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The GMI Mission

GMI prepares college students around the world for their job search.

This is accomplished through a structured, short-term, online mentorship with a business professional.

GMI creates job opportunities for mentees through the GMI business network and corporate partners.

Platinum Transparency 2022 Candid.





There is a Process for Getting a Great Job!

- Follow the GMI process and don't skip steps. It really works.
- Invest the time to create your online business identity.
 This will create job opportunities throughout your career.
- It's not about your talents. Those who succeed are usually the ones who put in the effort regardless of their raw talent.
- Finding a great job is a numbers game. The more you connect with people and apply for positions, the more opportunities you will have. When you have career options, you can make the best choices.
- Anyone can do this. But not everyone will.



GMI's Process for Getting a Great Job

Part 1

- There are great job opportunities at companies you haven't heard of. Make it easy for these companies to find and recruit you through LinkedIn.
- Focus on LinkedIn now to connect with as many people as you can before you start applying for jobs. You will need some of these people to open doors at the companies you want to work for. Use the GMI templates to make this easy. If you're serious about your career, you will connect with at least 50 people every week starting right now until you get a job.
- If you want people to connect with you, have a strong LinkedIn profile in place before you begin. Skipping this step will sabotage the entire process going forward.
- Don't let other social media accounts harm your job search. For example, lock your Facebook account where only friends can view your content.



GMI's Process for Getting a Great Job

Part 2

Use all the tools available to you:

- Templates for connecting with people
- Templates to get job references on LinkedIn
- Include the right keywords in your profile
- Add the right skills to your profile to match the jobs you are applying for
- Follow companies on LinkedIn you want to work for
- Use other templates for thank-you notes, recruiter communications, resume/CV templates
- Develop your own communication templates so you can reach a lot of people quickly and efficiently

Your job right now is to prepare for your lifelong career.

People who are serious about success will allocate at least an hour a day to these activities.



Why LinkedIn is so Important

50%

of hiring
managers will
decide to
proceed with
your
application
based on your
LinkedIn profile.

91%

of marketing executives list LinkedIn as the top place to find quality content.

94%

of recruiters say they use LinkedIn to find candidates.

100 million

members login every day

260 million

members login every month

500 million

LinkedIn members worldwide

LinkedIn is a requirement in today's professional job market.

Your LinkedIn Profile Should Already Have:

All LinkedIn fields completed

- Headline & summary
- Headshot
- Banner behind your headshot
- A summary that captures attention
- Detailed work & volunteer experience
- Education details

Important: If you haven't finished these steps, complete the training at this link before proceeding: https://globalmentorship.org/linkedin/

Mentorship Session Goal:

Recruiters Seeking You

Follow this guide step by step.

This work should be done on a computer. Some sections are very difficult to update on a phone.

- Use "keywords" to help recruiters find you
- Add 20 50 specific skills to your profile
- Easily add 500+ people to your network with a high rate of acceptance
- How to use your network to find job opportunities
- How and why you should join LinkedIn professional groups
- How to easily get job references on LinkedIn
- How to find jobs on LinkedIn and connect with recruiters

Use the LinkedIn Content and Templates documents from Session Two. You can copy and paste these templates for your LinkedIn work to save time.





Boosting your LinkedIn profile to find jobs and attract job recruiters



GMI Student Profile Example

Use this LinkedIn profile as a template:

www.linkedin.com/in/gmistudent



Katy Student

Accounting major ready for financial management opportunities - graduating May 2022

Greater Seattle Area · Contact info

Costco Wholesale



This LinkedIn profile gets requests for interviews every week!



How Job Recruiters Use LinkedIn

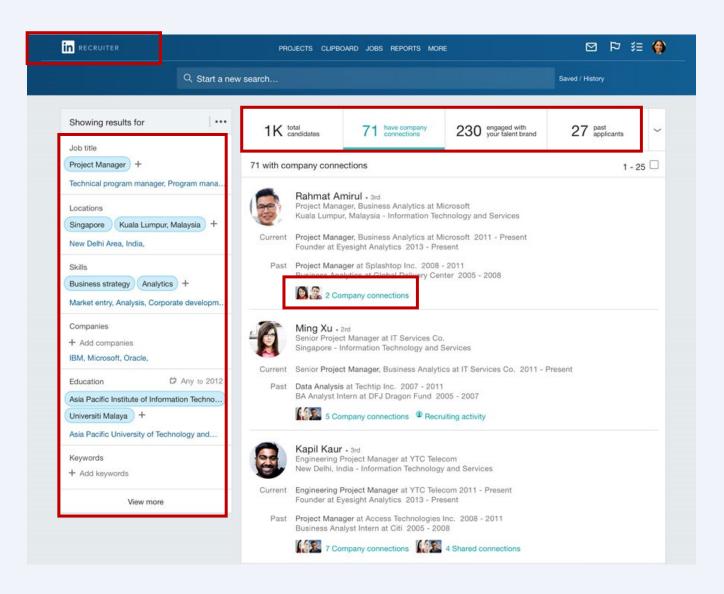


Primary Search Priorities

- Job experience
- Location
- Skills
- Education
- Other keywords

Additional Search Priorities:

- Open to new opportunities
- Company connections
- Engaged with your talent brand



Find Keywords in a Job Description

How can you stand out in a sea of 500 million people?

LinkedIn's algorithm shows recruiters the most relevant profiles based on their keyword search.

When recruiter search for candidates on LinkedIn, they focus on keywords in the job description.

- ✓ Add 10+ keywords in your LinkedIn profile from the job posting you are applying for.
- ✓ Apply keywords here
 - Headline
 - Experience
 - Summary
- ✓ In your profile, name the industry you're interested in it's a keyword.



Find Keywords in a Job Description

Keywords

- ✓ Accountant
- ✓ Bookkeeping
- ✓ Reconciliations
- ✓ Financial reports
- ✓ Analyze / Analysis / Audit
- ✓ Budget preparation
- ✓ Taxes
- ✓ QuickBooks / Microsoft Office
- ✓ GAAP / SaaS
- ✓ Databases
- ✓ Project Management
- ✓ International Accounting

Accountant Job Description

Summary

We're looking for an organized and driven Staff Accountant to join our growing team at our company. The Staff Accountant position will work closely with our other accountants and operations personnel and handle day-to-day bookkeeping.

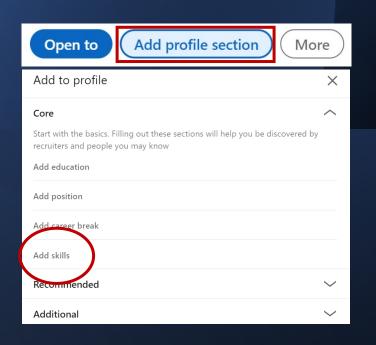
Responsibilities

- Perform monthly, quarterly and annual accounting activities including reconciliations
 of bank and credit card accounts, coordination and completion of annual audits, and
 reviewing financial reports as necessary.
- Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation and analysis.
- Improve systems and procedures and initiate corrective actions.
- Oversee taxes and abide by federal regulations.

Qualifications

- 2+ years accounting experience
- Expertise with QuickBooks
- Extensive knowledge of US GAAP
- Advanced computer skills in Microsoft Office, accounting software and databases
- Excellent organizational, problem-solving, project management and communication skills
- Additional experience in audit and International accounting
- Experience with SaaS companies

Adding Skills to Your Profile



Skills are a primary search criteria for job recruiters

- ✓ Use keywords found on job descriptions
- \checkmark Add 30 50 skills
- ✓ As you add LinkedIn connections, you will get more endorsements validating your skills with employers



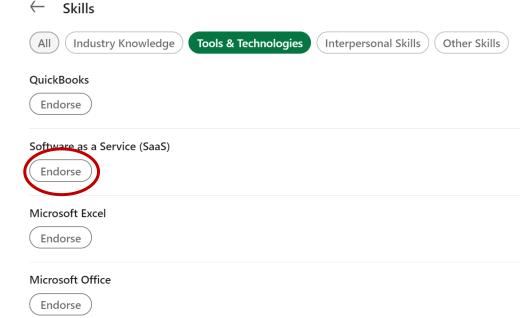
Getting People to Endorse Your Skills

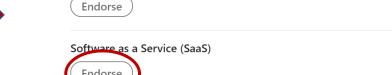
To endorse someone, go to their profile and scroll down to "Skills".

Skills Endorsements

- ✓ Your connections will endorse you for skills they have observed.
- ✓ You can request endorsements from coworkers, supervisors, teachers, and other professional contacts.
- ✓ Endorse others to get more endorsements for yourself.

How to Endorse Someone







How to build a business network for job connections



Making Professional Connections

Don't be shy about connecting with people. It is expected and everyone who is successful in business does this.

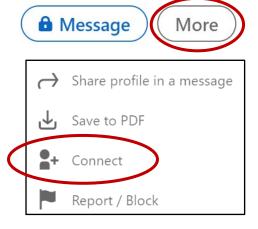
Not everyone will accept your invitation to connect. Don't let that stop you, it's a numbers game and nothing personal.

Use the search bar at the top of your home page to search for connections.

- ✓ Anyone who works at companies where you want to apply
- ✓ Current and past students where you attended college.
- ✓ Current and past work colleagues
- ✓ People in professional groups
- ✓ People that have a common interest in a non-work topic
- ✓ Set a goal to reach 500 connections during your mentorship



If you don't see a "Connect" button on their profile:



Always Make it Personal

Which invitation is more likely to be accepted?



Or this?







Hi Jon, I'd like to join your LinkedIn network.



GMI Student

Accountant in training ready for financial accountant opportunities - graduating December 2019
Greater Seattle Area

View profile

Accept







Hi Jon,

We both know William Smith at Accenture and I see they are connected to you on LinkedIn. I am a Business Management student at ABC University graduating soon and would appreciate connecting with you on LinkedIn.

Best regards,

GMI Student Graduating May 2022



GMI Student

Accountant in training ready for financial accountant opportunities - graduating December 2019 Greater Seattle Area

View profile

Accept

10 Templates for Making Connections

Use these templates as guides to connect with people on LinkedIn.

Personalize them and copy and paste to quickly make a lot of business connections.

These are important for your job search.

Someone currently attending the same school as you

Someone is connected to another person you know

Someone who went to your college in the past

Someone who works at a company where you want to apply

Someone who made a comment in a LinkedIn group

Someone you have no connection with

Someone you met or heard speak at a conference

Someone who viewed your LinkedIn profile

Someone who has posted a job opportunity – before applying

Someone who has posted a job opportunity – after applying



You are limited to 300 characters in your connection request. Make the most of it!





Someone currently attending the same school as you:

Hi [First Name],

We are both students at [College/University] and I would like to connect with you on LinkedIn.

Best regards,

First & Last Name
Accounting student graduating May 2022

Someone is connected on LinkedIn to another person you know: Hi [First Name],

We both know (First & Last Name at (Company) and I see they are connected with you on LinkedIn. I would like to join your LinkedIn network.

Best regards,

First & Last Name
Accounting student graduating May 2022



Someone who went to your college in the past:

Hi [First Name],

I see that you are an alumnus from [College/University], and I look forward to being one next year too, as I am a [Your Major] student in my [#] year. I hope you will consider connecting with me on LinkedIn.

Best regards,

First & Last Name

Someone who works at a company where you want to apply:

Hi [First Name],

We haven't met but your profile came up when I was looking for open positions at [Company Name]. I hope you will consider connecting with me on LinkedIn.

Best regards,

First & Last Name
Accounting student graduating May 2022



Someone who made a comment in a LinkedIn group:

Hi [First Name],

5

I am a fellow member of the [Group Name] LinkedIn group, and I saw and appreciated your comment about [Discussion Topic]. I hope you will consider connecting with me on LinkedIn.

Best regards,

First & Last Name
Accounting student graduating May 2022

Someone you have no connection with:

Hi [First Name],

I am a [Your Major] student graduating from [College/University] this year and would appreciate the opportunity to join your LinkedIn network.

Best regards,

First & Last Name



Someone you met or heard speak at a conference:

Hi [First Name],

It was a pleasure to hear you speak at [Event/Conference]. Your topic was personally very helpful to me in my job search. I would like to join your LinkedIn network.

Best regards,

First & Last Name Accounting student graduating May 2022

Someone who viewed your LinkedIn profile:

Hi [First Name],

Thank you for visiting my profile. I am very interested to connect with you to learn more about your career path and the work you do at [Company Name].

Best regards,

First & Last Name Accounting student graduating May 2022



Someone who has posted a job opportunity – before applying: Hi [First Name],

I noticed the position you posted earlier this week and have [#] years of hands-on experience in [skill]. I would appreciate connecting with you to discuss how I could potentially add value to your team.

Best regards,

First & Last Name

Someone who has posted a job opportunity – after applying: Hi [First Name].

I wanted to let you know that I applied online for the position of [Position Title (#Job ID)]. I would appreciate connecting with you to discuss how I could potentially add value to your team.

Best regards,

First & Last Name
Accounting student graduating May 2022

9

Finding Targeted Connections at Companies

Katy Student · 1st

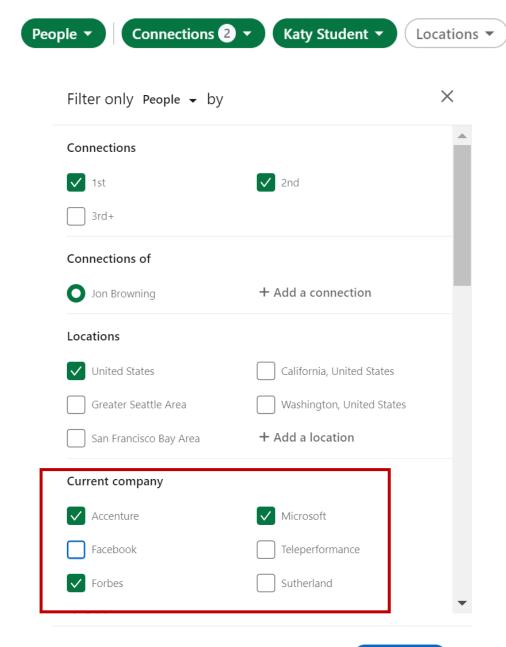
Accounting major ready for financial management opportunities graduating May 2024

Greater Seattle Area · Contact info

183 connections

After connecting with someone, you can see 1st and 2nd level connections that you have in common.

Filter on the companies you are interested in and invite these people to connect with you.



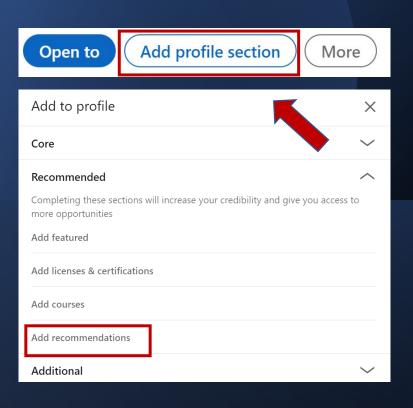


Current company ▼

Scroll down to see more filters.

All filters

Getting Professional Recommendations



Request written recommendations of your professional experiences, accomplishments, and skills from previous supervisors, colleagues, and other professional connections who know you well enough to make a recommendation.

- ✓ Submit a request via LinkedIn for your professional connections to write short reviews of your work/skills.
- Request recommendations from colleagues who can highlight your key skills and accomplishments.
- ✓ Recommendations add credibility to the work and skills listed on your resume/CV. Link these references on your resume.
- ✓ LinkedIn asks you to approve recommendations before adding them to your profile.
- ✓ Obtain at least five recommendations from your connections. Recruiters read them!

How to ask for a Recommendation



Hint: you will receive more recommendations if you write the text for them.

Personalized Message

Hi Jason, I hope all is well for you.

Would you be willing to provide a recommendation for me on LinkedIn? Since I might be looking at new career options soon, a personal note from you on my LinkedIn page would be very helpful.

To save you some time, below is an example that you could use but I am very glad if you want to use different text. If you are unable to do this now, I completely understand.

Thank you! Michael Smith

Personalize a recommendation like the examples below. Choose only one to include in your request.

Style Option 1:

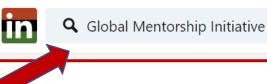
I have known Michael for many years and have always been impressed by his commitment and drive both in his career and personal life. His dedication to social responsibility is demonstrated by his volunteerism with [Company]. His encouragement to students in the program is an inspiration and sets an example for others.

Style Option 2:

I was fortunate to work alongside Michael at [Company] and we worked closely on several projects. Michael was always very focused on supporting the mission and achieving his objectives. He was a very effective computer science assistant and was able to teach complex computer skills to students of all ages in a way they could understand and retain the knowledge.

Professional Pages and Groups

Do this because you can easily make new business connections.





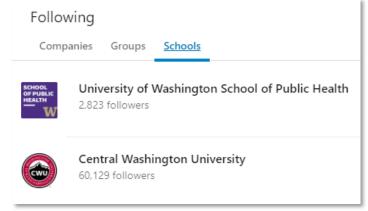


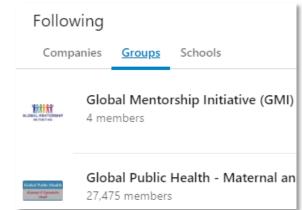
Follow Pages

- Companies you want to work for (Engaged with company talent brand)
- Prospective future career paths or occupations
- ✓ Something you want to learn more about

Join Groups

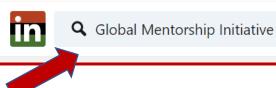
- Companies you want to work for (Engaged with company talent brand)
- ✓ With people who do work that interests you
- ✓ For a cause you are passionate about





Follow these Pages Now









Company – Click on Follow Global Mentorship Initiative



Or:

https://www.linkedin.com/company/globalmentorship

Your college alumni group

Search for this on LinkedIn

After you join these groups, connect with people in them using the right templates.



Finding your job on LinkedIn

LinkedIn Job Search

Get the most from LinkedIn to find jobs that match your skillset.

LinkedIn's Job Board

Activate LinkedIn Open Candidates on your profile to let recruiters know you are open to new career opportunities.

LinkedIn Job Filters

Job searching on LinkedIn allows you to filter for specific position titles, companies, industries, etc.

Job Alerts

Receive an email every time a new job is posted that meets your specific search criteria.

Easy Apply

Allows you to apply using your LinkedIn profile and upload a resume.

Your LinkedIn profile is what recruiters will see first.

Let Recruiters Know You are Available

- Click on View Profile
- Set your career interests to alert recruiters
- ✓ Decide who should see that you are available



Katy Student

Accounting major ready for financial management opportunities graduating May 2022



Costco Wholesale

Greater Seattle Area · Contact info

Open to

Add profile section

Finding a new job

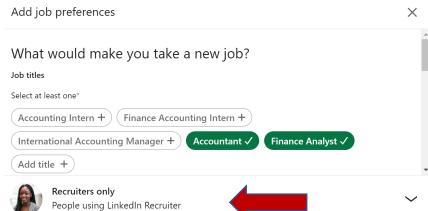
Show recruiters and others that you're Open to work

Hiring

Share that you're hiring and attract qualified candidates

Providing services

Showcase services you offer so new clients can discover you

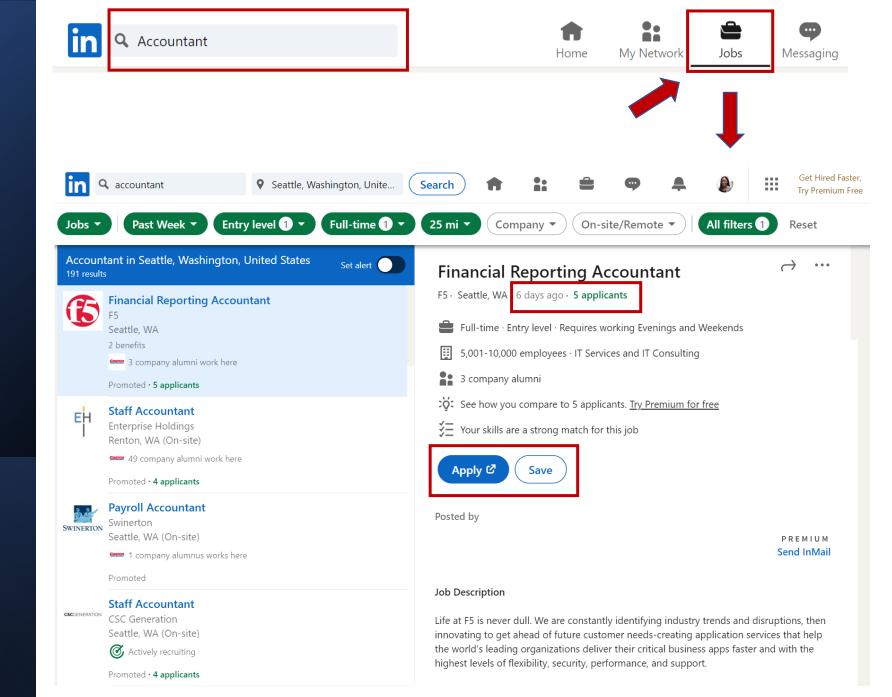




Search for Jobs

Search Jobs: Accountant Search Location: Seattle

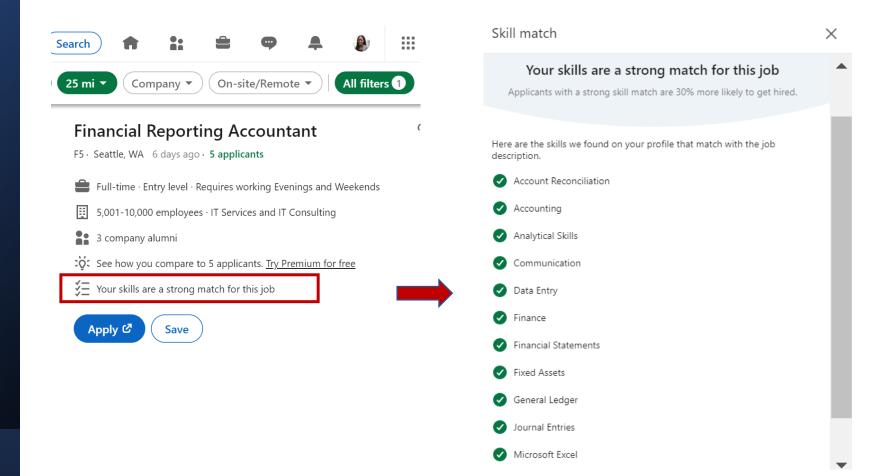
- ✓ Apply online
- ✓ See how many people have applied
- ✓ See if you know anyone at the company



What are my chances for this job?

Only for LinkedIn Premium Members

- ✓ See who's viewed your profile
- ✓ Job and applicant insights
- ✓ Company insights
- ✓ Salary insights



Matching skills are important to get an interview.



How to Get Referrals through LinkedIn

Not all companies who post jobs on LinkedIn will accept referrals using this method. This option will not show up for all jobs posted.

Include a referral

This job accepts referrals with your application







9 connections can help you stand out

Ask for a referral

Ask for a referral



Hi Jacob,

Hope all is well with you! I came across the Financial Reporting Accountant role at F5 and am interested in applying. Would you be open to submitting a referral for me to go with my application?

Happy to chat more if you have the time as well. Looking forward to hearing from you.

Jacob will receive a link to view this job.



Send

Refine Your Search with Filters

- ✓ Apply for jobs just posted
- ✓ Match your skill level to the job
- ✓ Target a specific company or industry

obs 🔻 Date Posted	Experience Level Com	pany ▼ Job Type ▼ On-sin	te/Remote ▼ Easy Apply All
Filter only Jobs ▼ by		Company	
Sort By		Intuit	Aston Carter
Most recent	Most relevant	Clarivate	Los Alamos National Laboratory
Date Posted		Puget Sound Energy	Nielsen
Any Time	Past Month	Delta Air Lines	+ Add a company
Past Week	Past 24 hours	Job Type	
Experience Level		✓ Full-time	Part-time
✓ Internship	Entry level	Contract	✓ Internship
✓ Associate	Mid-Senior level	On-site/Remote	
Director	Executive	Remote	On-site
		Hybrid	
ocation		Job Function	
San Diego, CA	Mountain View, CA	Finance	Accounting/Auditing
Columbia, SC	Phoenix, AZ	Sales	Marketing
San Francisco, CA	Los Angeles, CA	Business Development	Information Technology
		Production	Analyst
Atlanta, GA	Arizona City, AZ	Human Resources	Management
Charlotte, NC	Minneapolis, MN	+ Add a job function	
		Title	
		Bookkeeper	Accountant
		Accounting Assistant	Senior Accountant

Market Yourself with a Banner

Identifies you as someone who goes beyond just meeting the requirements.



Banner Recommendations



- ✓ Banners add a personal aspect to your profile
- ✓ Be creative but remember this is a business environment
- ✓ Examples: your city or your business interests
- ✓ Pictures must have the correct dimensions
- ✓ "Crop" pictures to get the right shape
- ✓ Left side is for your headshot

Banner Examples #1



Choose 1 of these 16 examples for your profile banner.





Banner 4



Banner 2



Banner 5



Banner 3



Banner 6



Banner Examples #2

Banner 7



Banner 10



Banner 8



Banner 11



Banner 9



Banner 12



Banner Examples #3

Banner 13



Banner 16



Banner 14



Where to get additional free banners

<u>linkedinbackground.com</u>

<u>freelinkedinbackgrounds.com</u>

Banner 15



Additional Resources and References

'10 LinkedIn Profile Summaries We Love (And How to Boost Your Own' – Kate Reilly with LinkedIn Talent Blog https://business.linkedin.com/talent-solutions/blog/linkedin-best-practices/2016/7-linkedin-profile-summaries-that-we-love-and-how-to-boost-your-own

'What to Include in Your LinkedIn Experience Section' – Stacey Lane with Stacey Lane Career Coach and Consultant http://www.staceylane.net/what-to-include-in-your-linkedin-experience-section/

'10 LinkedIn Profile Tips for College Students – Sandra Long with Workology https://workology.com/linkedin-profile-for-college-students-2014/

'The Ultimate Guide to LinkedIn for Students' – Ransom Patterson with College Info Geek https://collegeinfogeek.com/linkedin-summary-examples-for-students/

'LinkedIn Invitation Request Examples' – Michigan Tech University https://www.mtu.edu/career/students/networking/linkedin/linkedin-invitation-examples-march-2016.pdf

'7 Ways To Include Keywords In Your LinkedIn Profile https://cheekyscientist.com/ways-to-include-keywords-in-your-linkedin-profile

'4 Ways to Find Job Opportunities on LinkedIn' – Arnie Fertig with Job Hunt https://www.job-hunt.org/linkedin-job-search/finding-job-opportunities-linkedin.shtml

Global Mentorship Initiative

Learn more at globalmentorship.org



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Global Mentorship Initiative

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