

Many thanks for placing your LinkedIn Profile Professional Re-Write order with us.

We have prepared a report detailing what should be included in the main sections of the LinkedIn profile. You can now update your own profile, with your own confidential log-in details, and then simply copy and paste the information from this report into the LinkedIn profile online.

Your Headline

The Headline is the few sentences of bold text that sits below your name on your LinkedIn profile and is vital to encouraging recruiters to want to read more about you.

Our suggestion:

Detail-Oriented Information System Technology Graduate Seeking to Pursue New Career Path

Why? It's important to have a headline that helps you stand out on LinkedIn and also shows off your skills and what you are most interested in.

Are you happy with your new headline?

(There is a 120-character limit (with spaces) on headlines)

Your Summary

The summary on LinkedIn is where you have the opportunity to provide a recruiter with more detailed information about yourself. It has to be written in the first person and show off your personality. In this way, it's very different from your CV/Resume. Importantly, the summary should be written with a clear idea of what you are using LinkedIn for so that it targets the right people and should also be an expansion of the headline by telling readers a little more about you.

Our suggestion:

Realising my potential in IT very early on, I have spent the last few years attaining related academic qualifications to prepare myself for the working world. With practice and recognition at my universities, I believe my capabilities would be beneficial to hone and grow at a top-tier firm.

I hold skills that have been naturally progressive for me, such as my ability to communicate and convey messages effectively, my attention to detail and relationship management skills.

To connect with me and discuss further, I can be contacted at gurungmadan@hotmail.com

Do you think we've captured you well?

Is there anything you'd like us to change or add?

(There is a 2,000-character limit (with spaces) on the summary.)

Career interests (optional)

Where are you in your search?

Actively applying
Casually looking
Not looking, but open to offers
Not open to offers

When would you like a new job?

As soon as possible
1 - 3 months
4 - 12 months
I'm willing to wait for the right opportunity

What job titles are you considering?

What locations would you work in?

What types of jobs are you open to?

Full-time
Contract
Part-time
Internship
Remote
Freelance

Which industries do you prefer?

What size company would you like to work for? (Number of employees)

 to

Skills and Expertise

We've listed your skills and expertise to add to your profile. There is a limit of 50 skills that can be listed and this helps recruiters search for you by these keywords. Once you have populated your profile with keywords, other people that you connect with have the opportunity to “endorse” these skills so the more skills you have, and the more endorsements you get for this, the better.

Our suggestion:

Problem Solving
Relationship Management
Strategic Planning
Analytical Thinking
Research Skills
Resource Planning
Team Leader
Project Management
Computer Science
Account Management
Client Relations
Supplier Relations
Forecasting
IT
Data Analysis

Experience

We've added details to your experience and matched them to your future aspirations. We've also written your previous experiences in the past tense. Recruiters really like to see specific achievements in this section; highlight how you have made a difference in each role so that they can see your potential to add value to their company.

(There is a 2,000-character limit (with spaces) for each job description.)

This section would be the same as your CV, unless you require otherwise. Do advise.

Education

The education details for LinkedIn are the same as your CV/Resume. There are also sections called Courses and Certification where you can add further training and professional qualifications.

This section would be the same as your CV, unless you require otherwise. Do advise.

Projects

There is a section that can be added into LinkedIn where you have the capacity to provide more information on any specific projects that you may have completed. This is entirely optional but may help to show recruiters more about what successes you have had.

Additional things to think about

- If you haven't already, we would advise you to get at least 2 or 3 more recommendations as soon as possible. To request a recommendation from your profile page:
 - Click the “Me” icon at the top of your LinkedIn homepage.
 - Select View profile.
 - Scroll down to the Recommendations section and click "Ask to be recommended."
 - Type the name of the connection you'd like to ask for a recommendation in the Who do you want to ask? field.
 - Select the name from the dropdown that appears.
 - Fill out the Relationship and Position at the time fields of the recommendations pop-up window and click Next.
 - You can change the text in the message field, and then click Send.
- Have you thought about becoming active in LinkedIn Groups? They are important for making yourself known on LinkedIn. You can search for specific groups if you wish or, alternatively, LinkedIn will provide you with regular suggestions of groups that may be appropriate to you.
- If you haven't inserted your profile photo, remember to do so. Adding a photo makes it much more likely that your profile will be found in searches. A professional headshot of you looking smart and smiling is the best option.
- LinkedIn will recommend other sections that you may wish to consider populating. These include: publications, languages, organisations you belong to, awards you have received and volunteering you have been involved in. We have focused on the main sections but

recruiters and connections will definitely appreciate the extra effort you have gone to if you include some of these other sections.

- You can create a custom URL for your LinkedIn profile, something that is simplified and therefore easier to share. Simply go to the “Settings” menu, click “Edit your public profile” and then “Customise your public profile URL”.
- One of the key things to remember is to be pro-active in terms of connecting with the right people and always pick up the phone when you've made a strong connection via LinkedIn.

Thank you for choosing us, and please get back to us with any questions or queries.