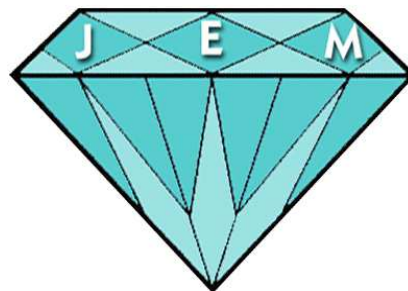


Information You Will Need To Complete Your LinkedIn Profile (Rev. 01)



Notes:

In general, it is best to have in digital format so you can copy and paste rather than attempting to do 'live'.

Option: Change your settings if you do not want to notify your first level connections of your changes.

Do not upload your resume after you have started your profile.

LinkedIn's Criteria for a 100% complete Profile (2/14/12)



Completing Your Profile

What makes my profile complete?

Last Updated: 03/28/2012

To reach 100% profile completeness, you should add all of the following to your profile:

- Industry and postal code
- A current position with description
- Two more positions
- Education
- At least 5 skills
- Profile photo
- At least 50 connections
- A summary

Information Needed

Headline or General Tag (or personal brand) Line – (*Up to 120 Characters allowed*)

Location (suggested: Greater Chicago Area rather than specific town)

Main Industry Experience (must pick from suggested list)

Photo (more personal touch – also, many people recognize faces better than they do names) now accommodates High Resolution jpg, gif or png formats, max file size is 4mb. Square size (500 x 500) or can crop.

Personalize your LinkedIn URL (to eliminate the numbers and make it easy to copy, add to an email signature or your business card).

Contact Information (email, IM, telephone number, Twitter accounts, Web sites – up to three – add anchor text). Now more prominently displayed but sometimes hard for others to see.

Summary statement (*about 1,500-2,000 characters*) "About Me", experience. Talk in first person. Add a call to action and contact information. If you don't talk about yourself, who will?

Background - Work experience. Can break up separate levels of expertise for same company into individual experiences. If more than one 'current' experience can drag and drop to order you wish to display. Include keywords.

Company Name, Title (*Up to 100 characters allowed*), Location, Time Period, Description (*Up to 2,000 characters allowed*)

Education (formal education and can also include other credentials)

School Name, Dates Attended, Degree, Field of Study, Grade, Activities and Societies, Description

List of pertinent skills and expertise

Additional Information

Interests, Personal Details, Advice for Contacting, Honors and Awards, Organizations

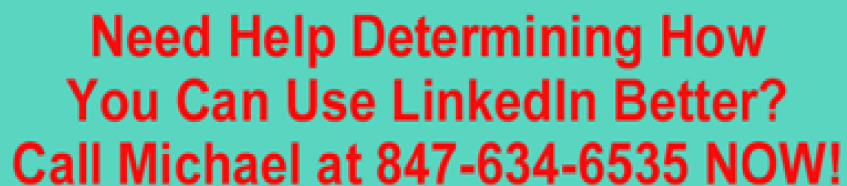
Additional Sections (to embellish your profile) appear in "Edit Profile" widow to the right of your profile highlight box:

JEM Consulting division of
A-BnC Parties and More, Inc.
Buffalo Grove, IL

<http://www.diywebjem.com>

(847) 634-6535
Skype: asEZasABnC

Certifications, Courses, Honors and Awards, Languages, Organizations,
Patents, Projects, Publications (links allowed for Web sources), Test
Scores and Volunteer Experiences & Causes



**Need Help Determining How
You Can Use LinkedIn Better?
Call Michael at 847-634-6535 NOW!**

Michael L. Yublosky
Vice-President

<mailto:mikey@diywebjem.com>

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