

Linked



Getting Started

Things We'll Cover Today

- A Few Facts About LinkedIn
- Dashboard
- Using Resume Assistant
- Signal (Open Candidates)
- Using Search Alerts
- Connecting with Others
- Tips & Hints

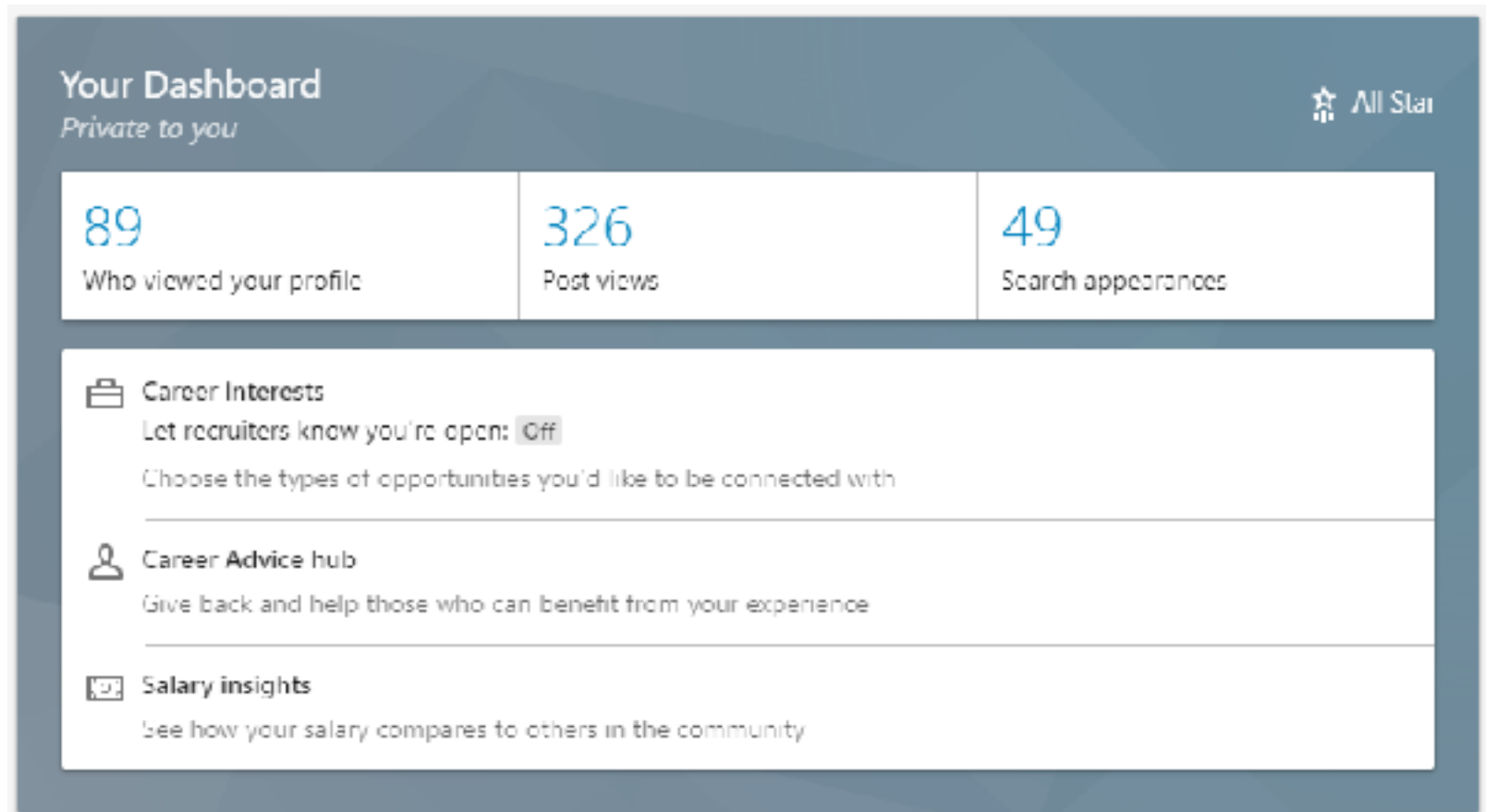
Quick Facts

- 500M LinkedIn users.
- 40% use it daily.
- 70% of LinkedIn users are outside of the US.
- 13% of Millennials (15-34 Years old) use LinkedIn.
- 27% of all internet users use LinkedIn.

More Stats...

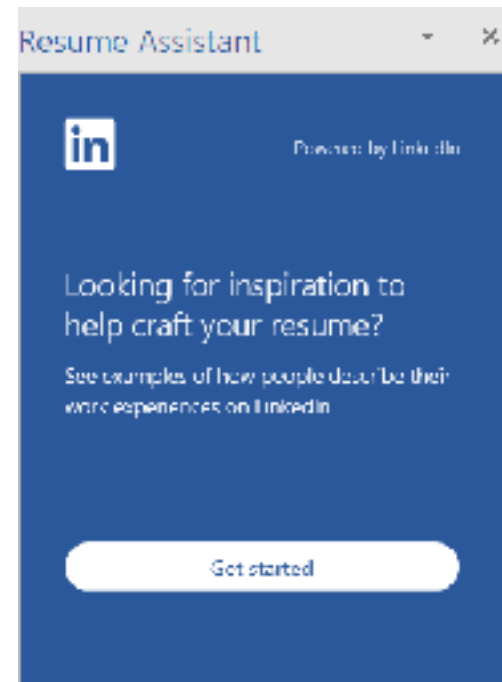
- LinkedIn now has **3 million active job listings** on the platform.
- Statistical Analysis and Data Mining are Top skills on LinkedIn.
- There are **5.5 million accountants** on LinkedIn.
- There have been **1 billion endorsements** on LinkedIn.
- The average user has **930 connections**.

Dashboard



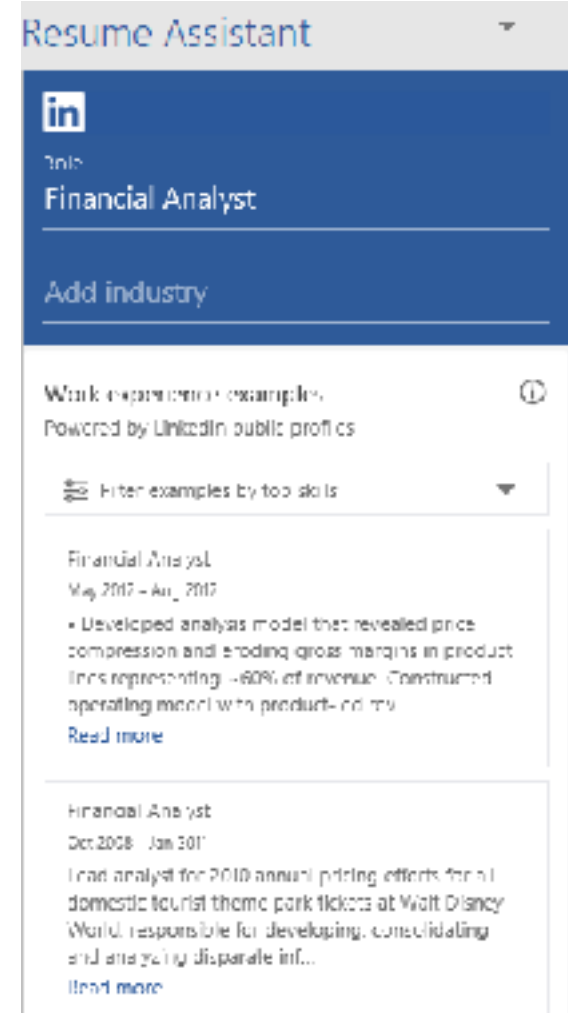
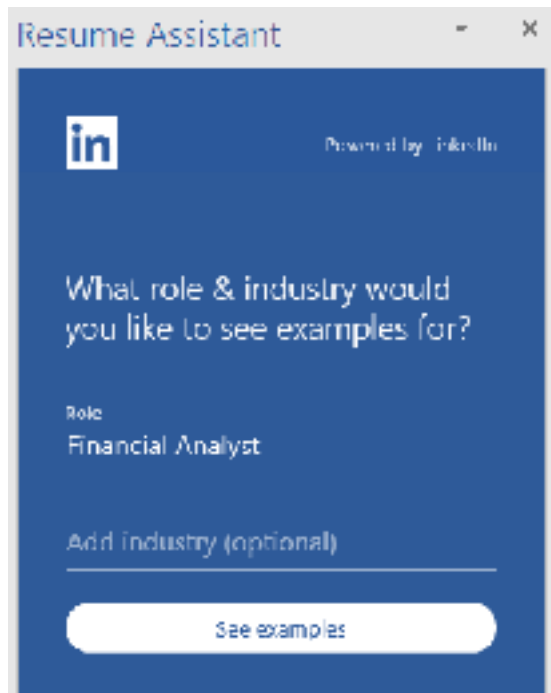
Using Resume Assistant

- Open your resume' in MS Word 2016 or Office365
- Select the Resume Assistant option in the Review ribbon.
- This opens the Assistant pane on the right.



Using Resume Assistant

- This starts the wizard which asks a series of questions to help you by showing examples of professional resumes.




Using Resume Assistant


Resume Assistant

Top skills for Financial Analyst ⓘ

Financial Analysis · Financial Reporting · Finance · Accounting · Microsoft Excel · Financial Accounting · Financial Modeling · Analytical Skills · Account Reconciliation · Forecasting


 We'd love your feedback on Resume Assistant. [Give feedback](#)


Articles to help write your resume


 **Don't Use These Words on Your CV or LinkedIn Profile**
Bernard Marr


Resume Assistant

Suggested jobs
Based on your selected role and industry

 United States

 **Financial Analyst**
Hastings Equity Partners, LLC
Baton Rouge, Louisiana Area
The Financial Analyst is responsible for assisting with the financial and operational

 **Marketing Intelligence/Financial Analyst**
Philips Sleep and Respiratory Care
Pittsburgh, PA, US
To succeed in this role, you should have the following skills and experience. Our mission is

 **Senior Financial Analyst**
Discover Los Angeles

Open Candidate

For job-seekers, simply turning on your Open Candidates signal makes you **twice as likely to receive relevant messages from recruiters**, and for recruiters, Open Candidates are twice as likely to respond.

Open to opportunities? Let recruiters know.

We take steps to not show recruiters at your company, but can't guarantee complete privacy.



Share your career interests

Help recruiters understand what kind of opportunities you're open to.



Stand out in recruiter searches

Recruiters will see your career interests and your profile marked as "Open to opportunities."



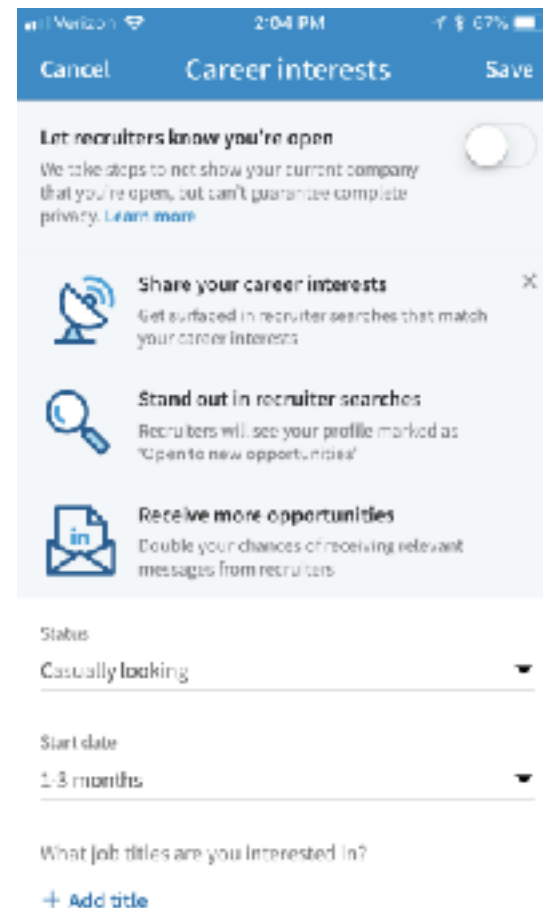
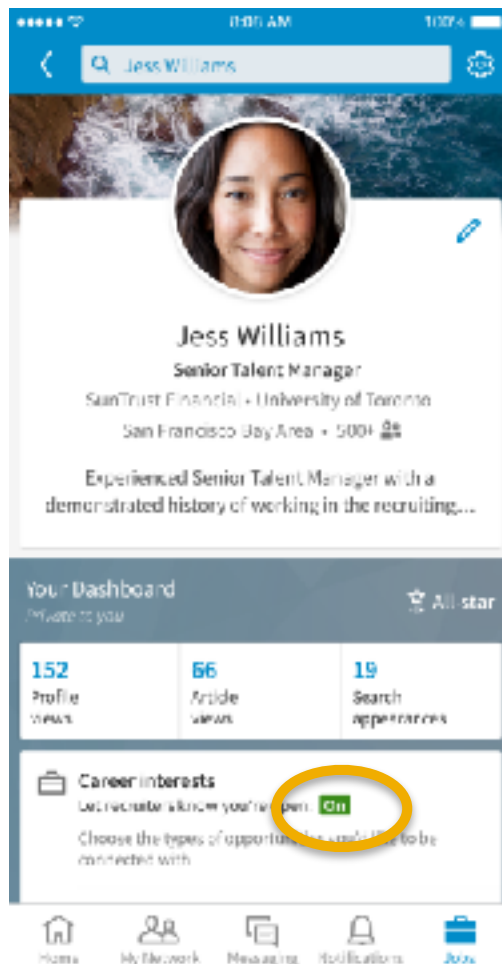
Receive more opportunities

Increase your chances of receiving relevant messages from recruiters.

Turn signal on

Not now

Open Candidate



Job Search

The screenshot shows a LinkedIn job search interface. At the top, there is a search bar with the text 'Financial Analyst' and a location filter set to '38119'. To the right of the search bar are icons for home, profile, jobs, messages, and notifications. Below the search bar, there are filter tabs for 'Jobs', 'Date Posted (1)', 'LinkedIn Features', 'Company', 'Experience Level', and 'All filters'. The main content area shows a list of job results on the left and a detailed view of the selected job on the right. The selected job is 'Financial Analyst' at 'Williams-Sonoma, Inc.' in 'Olive Branch, MS, US', posted 2 weeks ago with 215 views. The job description includes a position summary and a contact person, Patti Claus, who is the job poster.

Financial Analyst
Williams-Sonoma, Inc.
Olive Branch, MS, US
2 weeks ago

Financial Analyst
Vaco
Memphis, Tennessee
1 week ago

Financial Analyst
The Lilly Company
Memphis, Tennessee
1 week ago

Financial Analyst (IT)
Auto/one
Memphis, TN
New

Senior Financial Analyst
International Paper
Greater Memphis Area
4 months ago

Financial Analyst
Williams-Sonoma, Inc. - Olive Branch, MS, US
Posted 2 weeks ago · 215 views

[Save](#) [Apply](#)

2 connections can refer you
Get referred to **increase your chances** of landing an interview. [Ask for a referral](#)

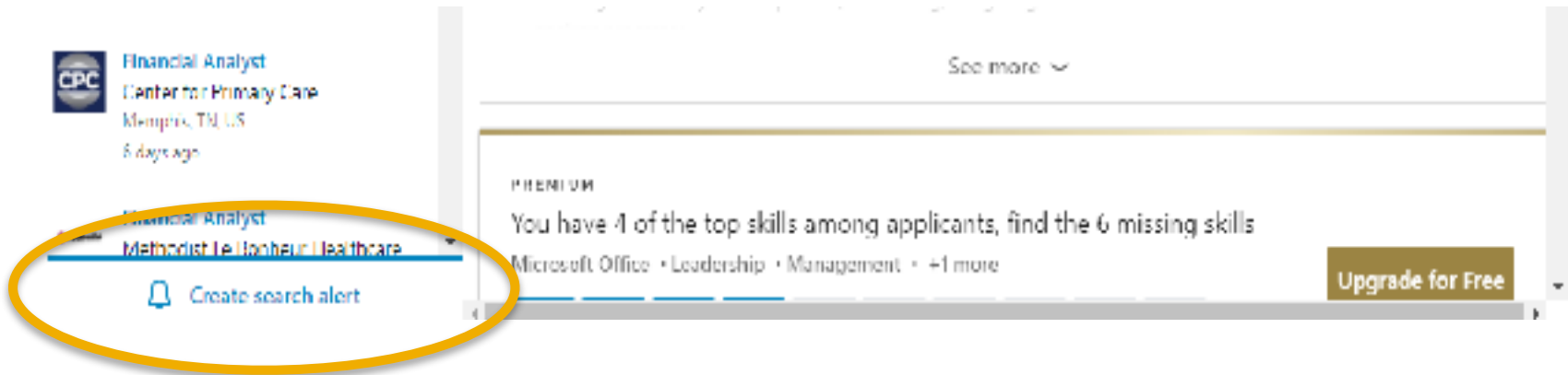
Job description
Position Summary
The Financial Analyst is responsible for financial reporting for a segment of the global supply chain. Among their responsibilities, the Financial Analyst will manage monthly reporting, ad hoc analysis, financial planning and process improvement.

Contact the job poster

Patti Claus

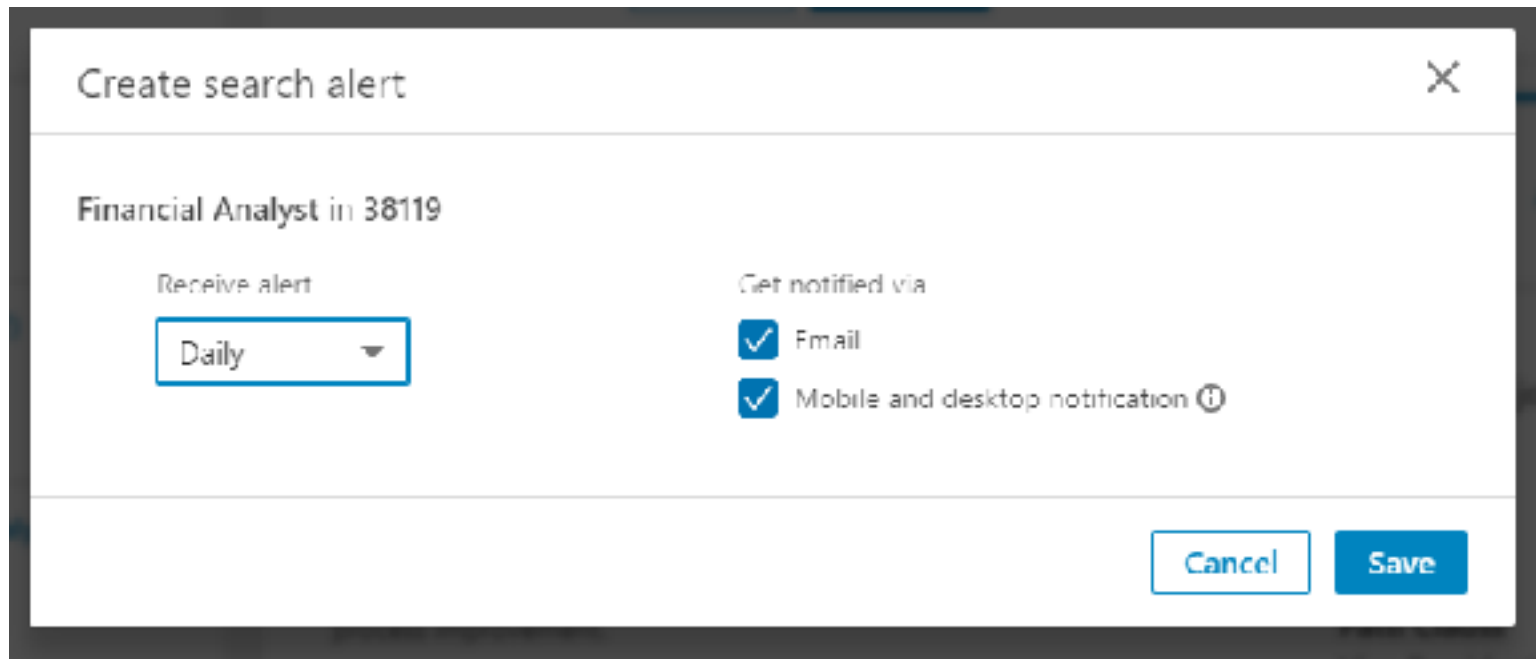
Search Alerts

- Perform a search for your desired results.
- Click Create Search Alert. You may save up to three searches in the free account version.



Search Alerts

- Daily & Weekly are your alert frequencies.
- Email or Mobile and desktop notifications.



The screenshot shows a dialog box titled "Create search alert" with a close button (X) in the top right corner. The main content area displays "Financial Analyst in 38119". Below this, there are two sections: "Receive alert" and "Get notified via". The "Receive alert" section has a dropdown menu currently set to "Daily". The "Get notified via" section has two checked options: "Email" and "Mobile and desktop notification" (which includes a help icon). At the bottom right, there are two buttons: "Cancel" and "Save".

Create search alert ✕

Financial Analyst in 38119

Receive alert

Daily ▾

Get notified via

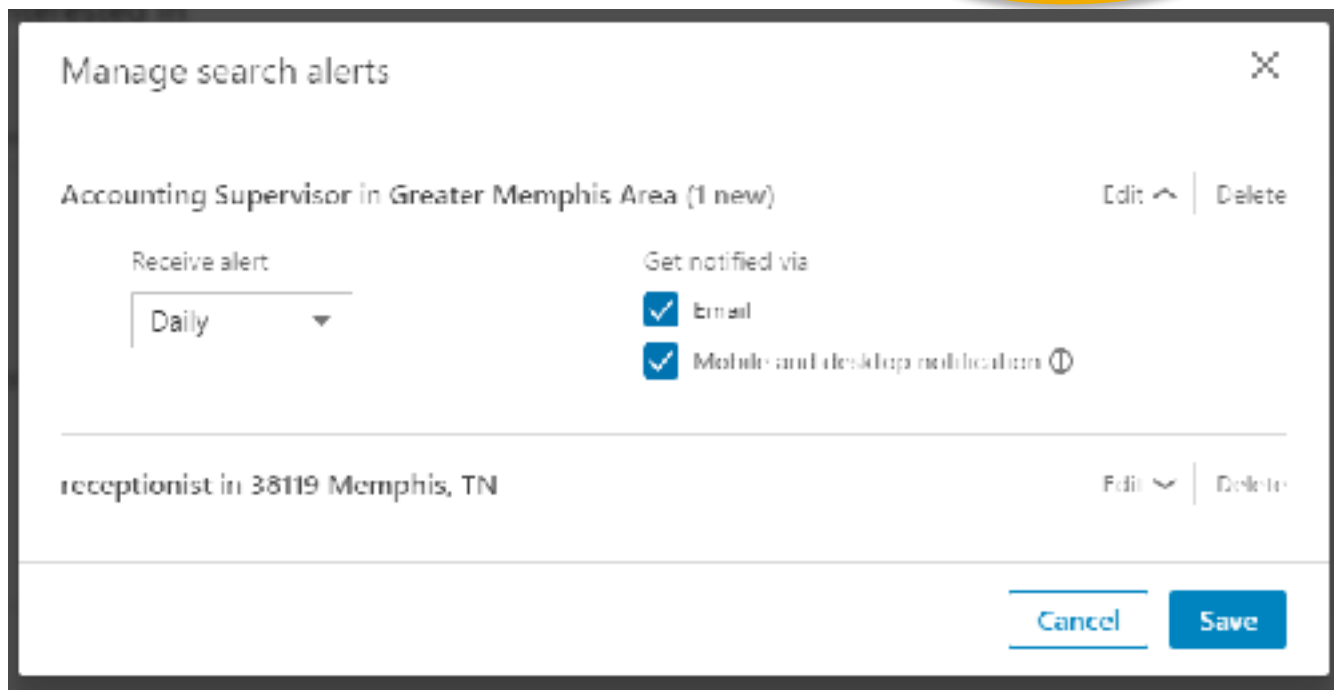
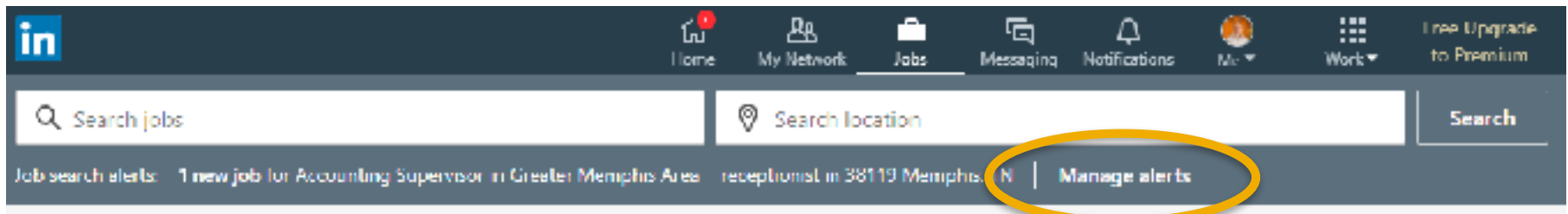
Email

Mobile and desktop notification ⓘ

Cancel Save

Search Alerts

- Managing Search Alerts can be done from the link at the top of the page.



Connecting with Others

- Be prudent with connecting. **
- Personalize the LinkedIn request message.
- When you accept a connection request you can personalize the acceptance.
- Say please and thank you.
- Respond quickly to requests.

Tips

- Use a professional picture. Profiles with a picture are 14X more likely to be viewed.
- Add your LinkedIn profile URL to your personal email signature.
- Make changes to your profile every 3-4 days to keep your profile in the timeline. Recruiters notice this.
- Add each role at your last few jobs, it's ok to have overlapping dates at the same company.

Tips

- Join groups related to your field.
- Participate. Your profile is 5X more likely to be viewed if you are active in groups, discussions, etc.
- Reorder your profile by dragging the most important sections to the top.
- Use LinkedIn Premium if absolutely necessary.

Questions?

??

Extra 10%



Ted.com

Links

resources.mtwhite.net