

## LinkedIn Health Check

Looking for a new job? LinkedIn is a necessity when trying to get a new job. If you don't have a LinkedIn account, sign up today! The Ardent Staffing hiring experts can help you get your profile into tip top shape. Call us so we can work on it together or you can get started using this simple profile health check!

Here are five easy steps to update your LinkedIn:

- **Take a new professional headshot.** Since this is the first thing someone will see, make sure your headshot looks professional. Wear appropriate business attire. Use a solid background. You can take this on a smart phone or with a camera with at least 12 megapixels. Make sure your profile picture reflects the current version and best version of yourself.
- **Update your summary and your title.** This is your chance to highlight and summarize your profile. What are you looking for in a new career? Your summary can highlight the fact that you are looking for a new job or simply articulate the things that make you stand out. Use adjectives to describe yourself such as "Motivated Financial Analyst" or "Experienced Marketing Professional" to help sell yourself.
- **Add the right verbiage.** Make sure you use action words such as managed, executed planned, etc. Additionally, any time you can use numerical values to show how you increased or added value to a company, do so. Whether you increased sales or helped out with a fundraiser – use these numbers to measure your success.
- **Be polished and professional, but don't forget to be genuine.** Let a little bit of your true colors show. You are unique and your LinkedIn profile is an opportunity to let that unique brilliance shine. Remember, hiring managers are always looking for ways to connect with you, so whether you are naturally funny, energetic, passionate, curious, smart, creative, etc. let it show.
- **Add your volunteer experience or temporary experience.** Adding your volunteer work shows that you are involved in the community and that you have experience outside of your assigned job. Additionally, if you've had any temporary experience, always list that on your profile as well whether it's an internship or a temporary job.

**Still not sure what to do or where to start?  
Call Ardent Staffing today and we can help!  
(508)530-7212**