



## Register for an Account and Complete the Profile

- Log onto [LinkedIn.com](http://LinkedIn.com)
- Register for standard account (free upgrade information is below)
- Enter profile content
  - Heading: current job title or “Seeking (specific Job Title)”
  - Summary of Qualifications: copy/paste directly from HHUSA resume
  - Professional Experience: work experience from HHUSA resume
  - Skills/Endorsements: “Areas of Expertise” plus certifications
  - Education/Training: civilian and military education
  - Groups/Organization: Join Groups and follow companies that interest you, e.g. Hire Heroes USA, Veteran Mentor Network
- Copy own LinkedIn profile URL and include on heading of resume
- Access the “Networking” presentation in the Hire Heroes USA Workshop CD to review LinkedIn setup and example profile to ensure you have added everything you would like to
- Contact your Veteran Transition Specialist with any specific questions and concerns

## Obtain One Year of a Free “Job Seeker” Membership

- After registering with LinkedIn and creating a profile, visit <http://veterans.linkedin.com/>
  - Must have military experience listed in profile to be approved of free membership
- Join the group, “Veteran Mentor Network”
- Comment in group that you would like the free one year subscription due to your AD/Veteran status
  - When approved, you will have to register the membership using a credit card
    - You will not be charged at that time
    - In order to not be charged after the first year, cancel the membership in your 12<sup>th</sup> month of use (if not earlier)

## Networking on LinkedIn

- Make connections with past and present coworkers, colleagues, and potential employers
- “Follow” companies prior to applying for position within that company
- Endorse coworkers & friends and only accept endorsements from trustworthy sources
- Request Recommendations from former employers/coworkers to build own credibility

## Final Note

- Neither Hire Heroes USA nor the USO are affiliated with LinkedIn, but it is the best online professional networking tool available