

# RE-ENTERING THE WORKFORCE

## LINKEDIN TIPS

You can still have a strong LinkedIn profile even if you have taken time off from your career. No matter what the reason, here are some tips to help get you back in the game!

### UPDATE YOUR HEADLINE

- If you've had a long gap from the workforce, we recommend not listing previous positions in your headline. Instead, showcase your skills and the types of opportunities you are looking for.
- Example: "Fortune 500 Tech Engineer looking for new ventures"
- Example: "Healthcare professional with experience in stem cells and biotech"
- Example: "Award-winning consultant seeking opportunities in consumer goods"

### WRITE A FORWARD-LOOKING SUMMARY

- Your summary should focus on transferable skills, accomplishments, and what you are looking for next.
- Write in the first person. Recruiters should be able to get a sense of your personality from the summary.
- End with a call to action such as "I am looking for..." or "If I sound like someone that might fit your organization, please contact me."

### SHOW THAT YOU ARE A THOUGHT LEADER

- Prove to recruiters that you are still "in the know" by posting status updates and/or contributing to group discussions. You can post interesting articles, quotes, or ask questions of group members.
- If you are a career switcher, focus on general topics like leadership, communication, etc.

### RECONNECT WITH FORMER COLLEAGUES (AND ANYONE ELSE!)

- Don't wait to reconnect – the sooner, the better!

### ADD SECTIONS TO YOUR PROFILE TO SHOW WHAT YOU'VE DONE DURING YOUR TIME OFF

- You can add the following sections:
  - Volunteer Experience
  - Accomplishments
    - Organizations (you can put Board experience here or in the Experience section)
    - Certifications
    - Publications
    - Projects
    - Languages
    - Honors and Awards