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
- Do not list 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