

# LinkedIn

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As of 7/15/2025

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## What is LinkedIn?



From their own website, “*LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job or internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career.*”

At first glance, LinkedIn looks and feels like a Social Media platform. It is; in fact, it is the oldest Social Media network on the Internet. LinkedIn helps you in a wide variety of areas such as: find and maintain contact with colleagues past and present, stay in touch with industry news, get advice with a business problem, build your skills with LinkedIn learning (additional cost). Business owners can use LinkedIn to find customers, brand themselves hire employees, and more.

**This course focuses on finding employment—one of the biggest uses of LinkedIn.**

“49 Million Users Look for Jobs Through LinkedIn Weekly”

(source: <https://thesocialshepherd.com/blog/linkedin-statistics> -1/20/25)

For this handout (in color) and more, visit my teacher’s website at:

[www.clearcutcomputing.com/school](http://www.clearcutcomputing.com/school)



# LinkedIn

## LinkedIn Technical Requirements

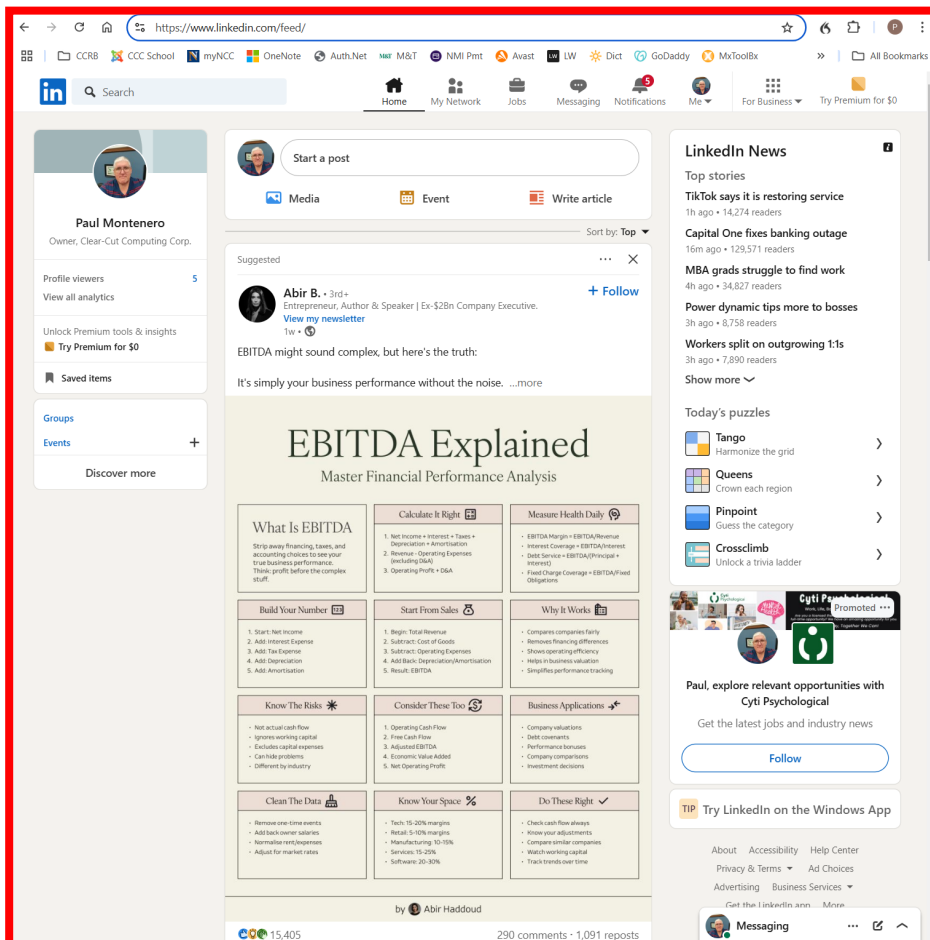
LinkedIn was originally designed to run in a web browser, like Facebook. This made it easy to manage on Windows, Apple iOS, Chromebook, tablets, etc. Today, you can download the LinkedIn App for your Smart Phone or from the Microsoft Store for the PC.

### Ways to run LinkedIn

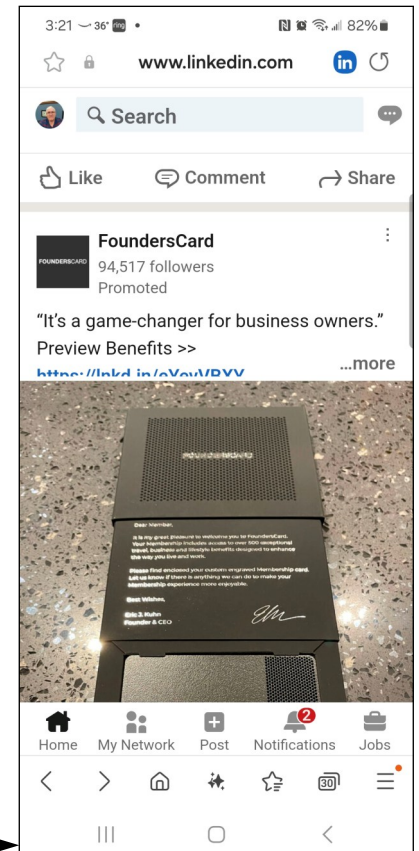
- A desktop computer  
Any standard web browser.
- LinkedIn mobile app.  
Downloaded onto your Smart Phone.
- Mobile web experience.  
mobile-friendly version of the LinkedIn networking site that can be accessed via the browser on smartphones and other mobile devices.

Mobile Web Experience

Computer Browser



**NOTE:** For instructional purposes, this handout will show the Computer Browser interface.



Mobile App

# LinkedIn

## Job Hunting Using LinkedIn

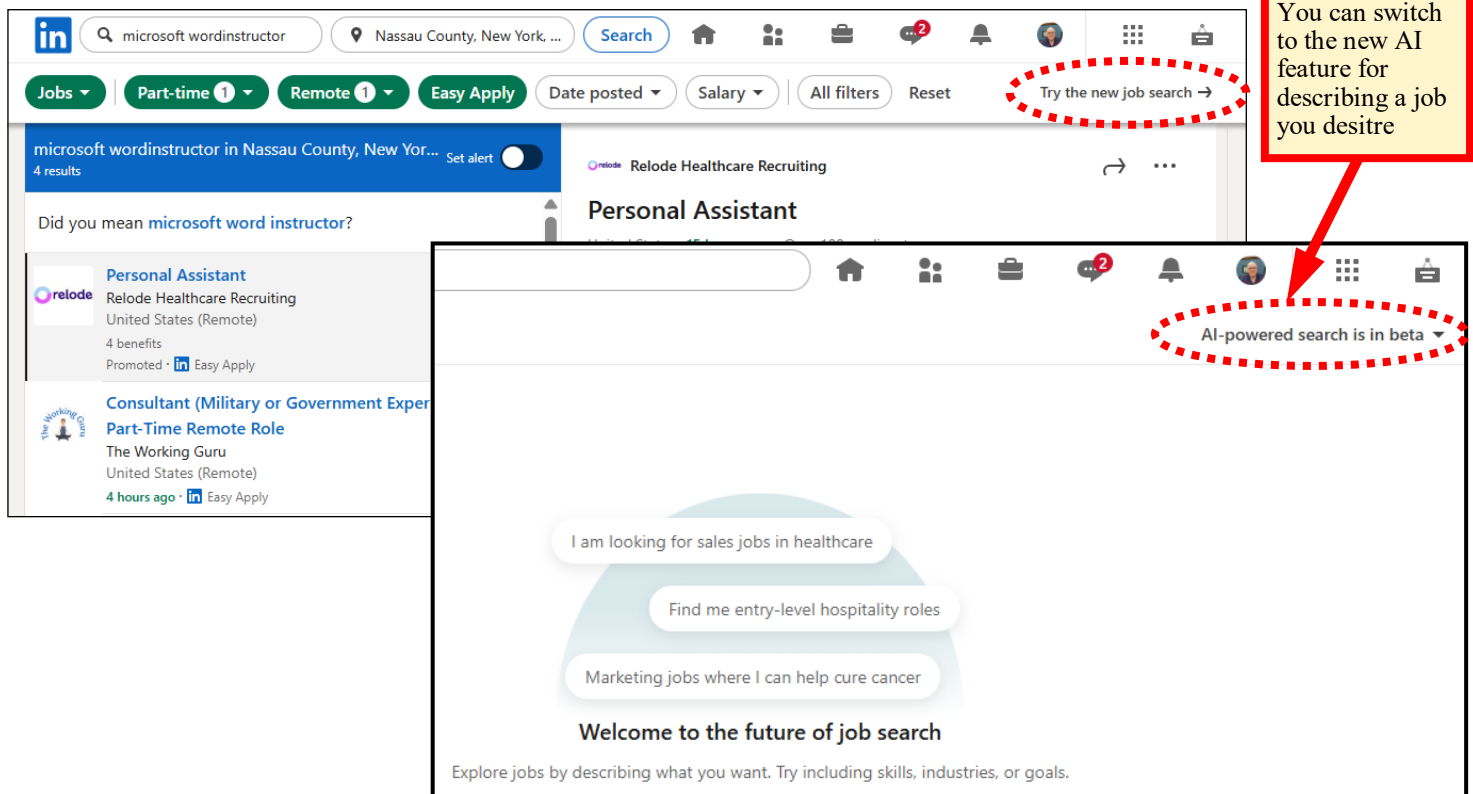
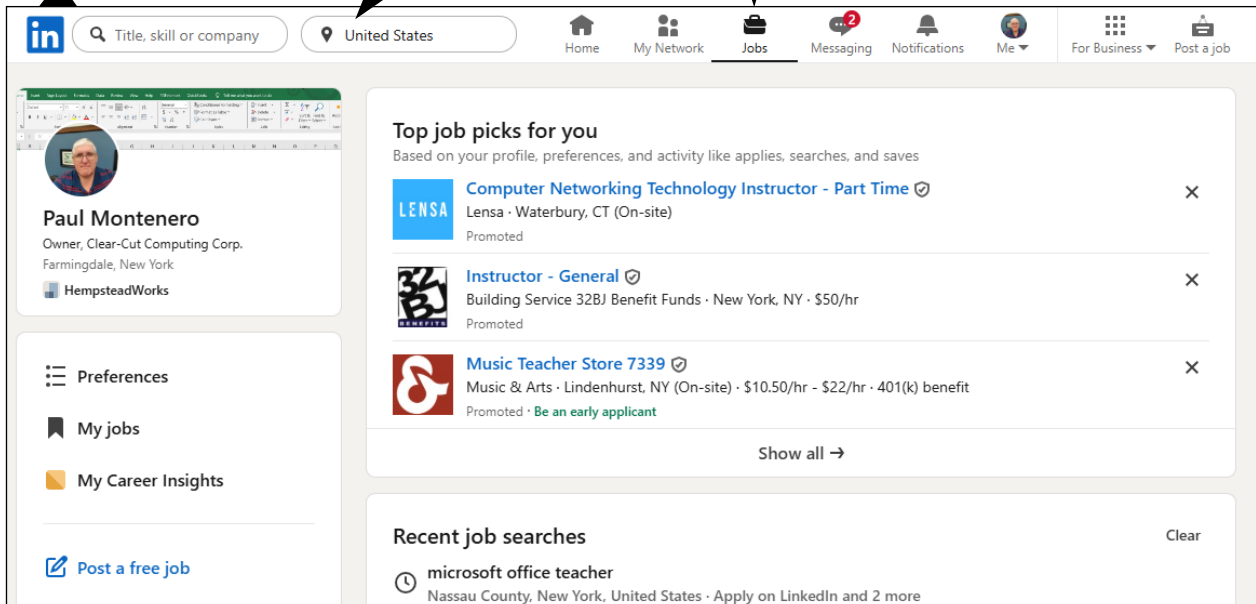
Let's jump in to this audience's most probable reason for using LinkedIn: finding employment. The image below shows the *Jobs* page after clicking the "Jobs" button on the toolbar.

- Enter the job type you are looking for, OR...
- Enter keywords, title, skill, or a company name

Enter the desired locale.  
Pick from the list.

### Search Results

With the two fields completed at the top, you can quickly get a list of results.



# LinkedIn

## Job Search Results

From this results page, you can click on jobs that appeal to you and read the detailed descriptions. You can even start the application process or save the listing. See below for more details.

Click the All Filters button to refine your search.

computer teacher in Nassau County, New York, U.S. 28 results

**Lead Teacher, Tutor Time of Massapequa**  
Tutor Time Childcare  
Massapequa, NY (On-site)  
\$17/hr - \$20/hr - 401(k), Medical  
3 school alumni work here  
Viewed · Promoted · Be an early applicant

**Lead Teacher, Tutor Time of East Rockaway**  
Tutor Time Childcare  
East Rockaway, NY (On-site)  
\$17.25/hr - \$21.25/hr - 401(k), Medical  
3 school alumni work here  
Promoted · Be an early applicant

**Lead Teacher, Everbrook Academy of Glen Head**  
Learning Care Group  
Glen Head, NY (On-site)  
\$17/hr - \$20/hr - 401(k), Medical  
Promoted · Be an early applicant

**Middle/High School Computer Science U.S. Certified Teacher - Virtual (Reciprocity May Be Required)**  
Elevate K-12  
United States (Remote)  
\$36/hr - \$38.40/hr  
Viewed · Promoted · Easy Apply

**Music Teacher Store 7453**  
Music & Arts  
Farmingdale, NY (On-site)  
\$10.50/hr - \$22/hr - 401(k) benefit

**Middle/High School Computer Science U.S. Certified Teacher - Virtual (Reciprocity May Be Required)**  
Elevate K-12  
United States (Remote)  
\$36/hr - \$38.40/hr  
Viewed · Promoted · Easy Apply

**How your profile and resume fit this job**  
Get AI-powered advice on this job and more exclusive features with Premium. [Try Premium for \\$0](#)

**About the job**  
Want to teach part-time and remotely? Join the Elevate K-12 Teacher network! We are hiring U.S. Certified Middle and High School Computer Science teachers for the 2024-2025 school year.

**We offer...**

- 1099 contract position – no benefits provided or taxes withheld
- Elevate teachers are paid an hourly rate for all teaching time PLUS guaranteed additional pay for administrative tasks outside of the classroom. We add these two together to create an effective pay rate per classroom teaching hour. The final effective rate is dependent on a variety of factors, including state, subject, grade level, curriculum, and more. Our Computer Science teachers are paid the following:
  - Grades 6-12 earns \$36 - \$38.40 per teaching hour

Filter only Jobs by

Filter jobs where you'd be a top applicant  
[Try Premium for \\$0](#)  
Signarama and millions of other members use Premium

**Sort by**

☐ Most recent ☒ Most relevant

**Date posted**

☒ Any time ☐ Past month  
☐ Past week ☐ Past 24 hours

**Experience level**

☐ Internship ☐ Entry level  
☐ Associate ☐ Mid-Senior level  
☐ Director ☐ Executive

**Company**

☐ Family of Kidz ☐ The Academy Charter School  
☐ Tutor Time Childcare ☐ Mathnasium  
☐ New York Musician's Center ☐ Elevate K-12  
☐ The Job Network ☐ The Stepping Stones Group, LLC  
☐ Soccer Shots Franchising ☐ Shenendehowa Central School District  
☐ Correlation One ☐ Learning Care Group  
☐ Music & Arts

**Job type**

☐ Full-time ☐ Part-time  
☐ Contract ☐ Temporary  
☐ Other

**Remote**

☐ On-site ☐ Remote  
☐ Hybrid

**Easy Apply** ☐

**Has verifications** ☐

**Location**

☐ Garden City, NY ☐ Great Neck, NY  
☐ Bellmore, NY ☐ Hempstead, NY  
☐ Roslyn, NY ☐ Massapequa, NY  
☐ Farmingdale, NY ☐ Mineola, NY  
☐ Oceanside, NY ☐ Lynbrook, NY  
☐ Glen Head, NY ☐ East Rockaway, NY

**Industry**

☐ Software Development ☐ Education Administration Programs  
☐ E-Learning Providers ☐ Education Management  
☐ Professional Services ☐ Health, Safety, and Environmental

Reset [Show results](#)

## Take Action on Listings

Each listing will present you with one of two ways to Apply for the job (or you can Save the listing for later):

- Apply—will take you to a page outside of LinkedIn where you can find out more details about applying for that job at the employer's or recruiter's website.
- Easy Apply—lets you send your LinkedIn profile to the employer or recruiter. Even if you're intending to attach a resume to your "Easy Apply" application, that hiring managers will still see your LinkedIn profile first.
- Save—saves the listing for later or another day. To access the list of Saved listings, click on *Jobs* from the top of the *Home* screen in LinkedIn and then on the left you will see three buttons; click *My Jobs*. For each job in the My Jobs list, You can click the menu (⋮) to follow up or Unsave the listing.

Preferences  
My jobs  
My Career Insights

# LinkedIn

## Job Alerts

When a new job listing is posted which matches your search criteria, you can get an email or notification about it.

1 Turn on "Set Alert" for the job search criteria.

2 Click the "Jobs" button

3 Click "Preferences" in the left side menu.

4

5 Choose the same search criteria as in step 1, and click the pencil.

6

See page 10 for more info about "notifications"

computer teacher in Nassau County, New York, United States

28 results

Set alert

Jobs

Date posted

Experience level

Salary

Company

Remote

Easy Apply

All filters

Lead Teacher, Tutor Time of Massapequa

Tutor Time Childcare

Massapequa, NY (On-site)

\$17/hr - \$20/hr - 401(k), Medical

3 school alumni work here

Viewed · Promoted · Be an early applicant

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How your profile and resume fit this job

Get AI-powered advice on this job and more exclusive features with Premium. Try Premium for \$0

Tailor my resume to this job

Am I a good fit for this job?

About the job

Want to teach part-time and remotely? Join the Elevate K-12 Teacher network! We are hiring U.S. Certified Middle and High School Computer Science teachers for the 2024-2025 school year.

We offer...

- 1099 contract position – no benefits provided or taxes withheld
- Elevate teachers are paid an hourly rate for all teaching time PLUS qualified additional pay for administrative tasks outside of the classroom. Add these two together to create an effective pay rate per classroom teaching hour. The final effective rate is dependent on a variety of factors including state, subject, grade level, curriculum, and more. Our Computer Science teachers are paid the following:
  - Grades 6-12 earns \$36 - \$38 per teaching hour

Preferences

My interests

Open to work ☐ Off

Share job preferences with recruiters or others

Job alerts

computer teacher and others

Pay

Privately indicate desired pay

My qualifications

Resumes and application data

Privately share your skills and experience with recruiters

AI-powered resume drafts

Private to you

My verifications

Verifications

Verification helps enhance your profile's credibility and trust in a job search

Manage job alerts

computer teacher

Nassau County, New York, United States

Frequency: Daily via email and notification

computer teacher

Farmingdale, New York, United States (within 25 miles)

Filters: On-site · Hybrid

Frequency: Daily via email and notification

owner

Farmingdale, New York, United States (within 25 miles)

Filters: On-site · Remote · Hybrid

Frequency: Daily via email and notification

Top job picks for you

Get recommended jobs based on your profile and activity. Learn more

Back Done

Edit job alert

computer teacher

Nassau County, New York, United States

Alert frequency

☒ Daily

☐ Weekly

Notification type

☒ Email and notification

☐ Email

☐ Notification

Get notified of similar jobs

When no jobs match your alert

On

Delete job alert

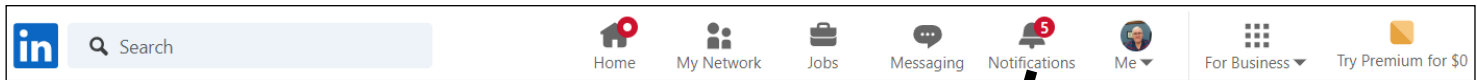
Back Save



# LinkedIn

## Jobs Notifications

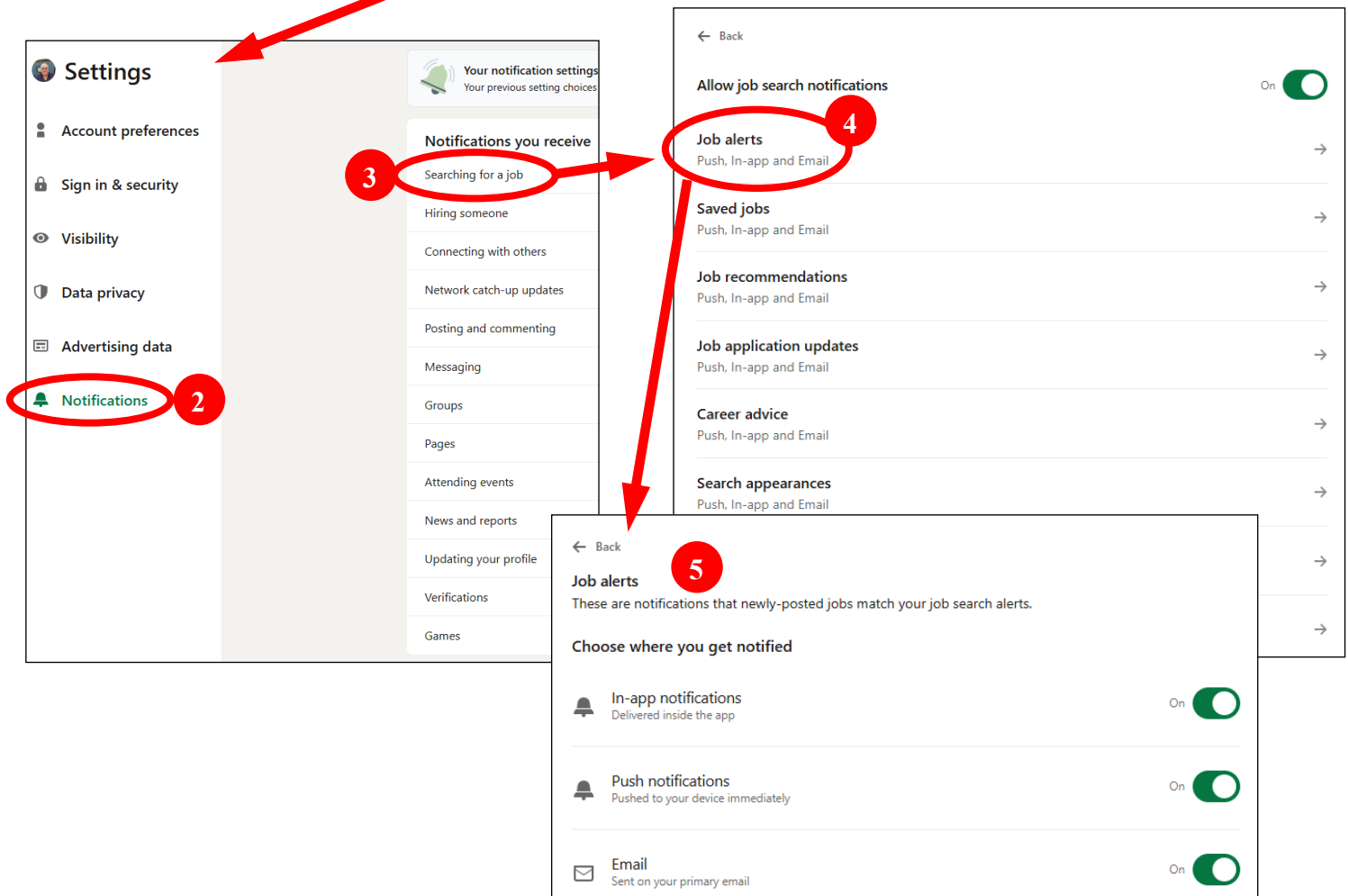
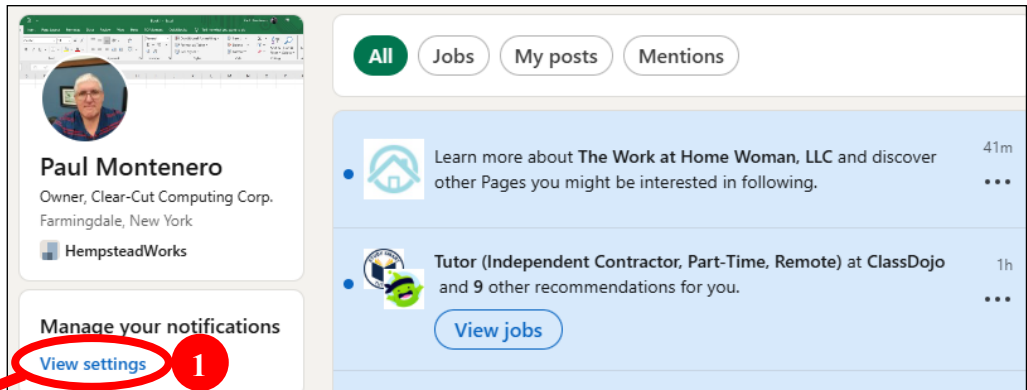
There are many kinds of Notifications in LinkedIn. Let's focus on the ones that are related to job hunting. On the LinkedIn home page, click on the Notifications button.



### Job Notifications

Follow the numbered path below, which will lead you to the setting to notify you of new job listings that match your search criteria. You can then get these notifications:

- Inside the LinkedIn app (In-app)
- Texted to your phone (Push)
- Email

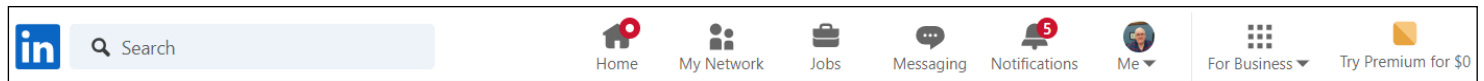


# LinkedIn

## Building Your Profile

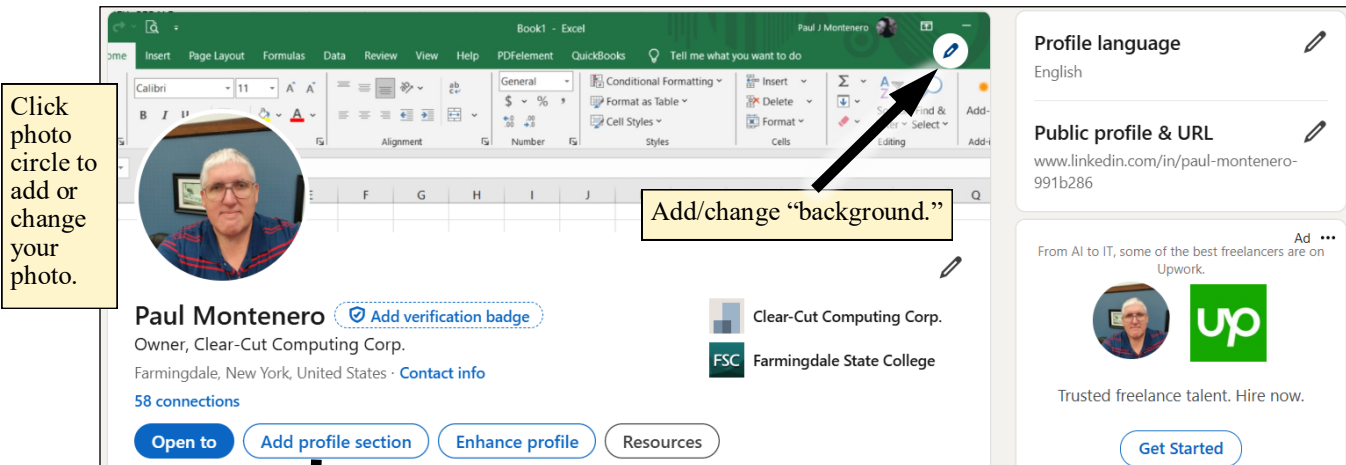
Equivalent to your resume, this electronic version will allow prospective employers to *find your talents* and then be able to contact you.

To get into the Profile editing screen, click the “Me” button and choose *View Profile*.



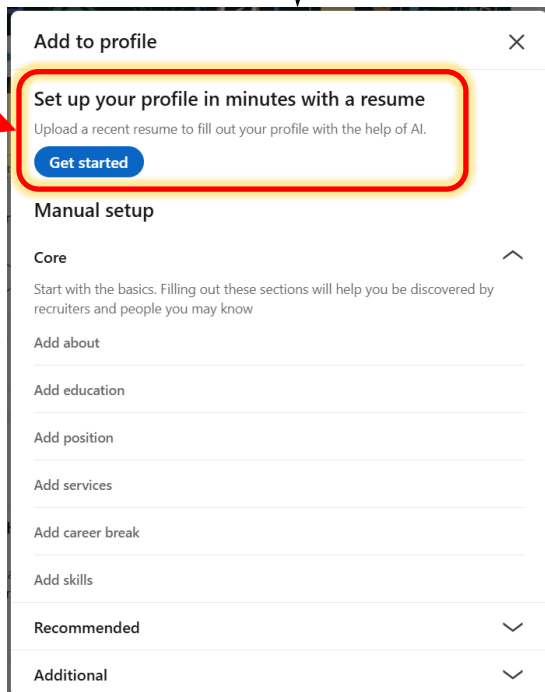
### View Profile

Click the pencil to edit that section.



**UPLOAD YOUR RESUME to SETUP YOUR PROFILE**

*This feature can only be used once; then it disappears. See the next pages for other resume uploading*



With the *Get Started* button, **you can upload an existing resume in PDF or Microsoft Word format** and the AI will build your profile from it. After which you can edit any of what it uploads.

### Core

- Add About—*brag about what you have achieved in past jobs*
- Add Education—*this builds your education table*
- Add Position—*your work history*
- Add Services—*geared toward business listings, but not limited to businesses*
- Add Career Break—*i.e.: pauses in career for military or volunteer work.*
- Add Skills—*project management, good interpersonal skills, etc.*

### Recommended

- Add featured—*notable items*
- Add licenses & certificates
- Add projects—*description. links, photos of projects*
- Add courses—*additional courses & seminars taken to advance your career*
- Add recommendations—*request recommendations from LinkedIn members*

### Additional

- Add volunteer experience
- Add publications
- Add patents
- Add honors & awards
- Add test scores
- Add languages—*includes how proficient you are*
- Add organizations
- Add causes—*ideals you may have fought for*
- Add contact info—*phone number, email, address, birthday...*

# LinkedIn

## Uploading your Resume & “Featured” items

You can add *traditional* resumes, videos, pictures, etc to your LinkedIn account and then use them when applying for a job. There are two ways to upload your resume.

### VIEW PROFILE PATH TO UPLOADING RESUMES

#### RESUME REQUIREMENTS:

- Format: DOC, DOCX or PDF
- 5MB or less in size

**START HERE**

**1** Click on the 'Me' icon in the top navigation bar.

**2** Expand "Recommended" and click "Add Featured."

**3** Click on the "Add featured" button.

**4** Click on the "Add featured" button.

**5** Click on the "Add featured" button.

**6** Click on the "Add featured" button.

**7** Click on the "Add featured" button.

**Click either +**

**USING RESUMES**  
If the job listing has an "Easy Apply" button, you can upload your resume in the pop-up window, then follow the prompts to submit your application.

**The Featured section is a new area on your LinkedIn profile where you can showcase work samples that you're most proud of. For example, you can feature posts that you've authored, articles you've published on LinkedIn, and even external media like images, documents and links.**

**File Open Window**



# LinkedIn

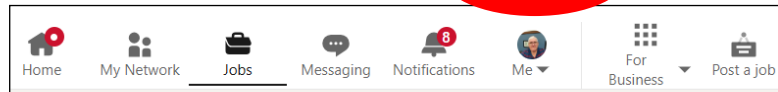
## Uploading your Resume to the Resume Library

You can add multiple resumes to your library of Job Application Data and then use them when applying for a job. There are two ways to upload your resume. This pertains mostly to the job postings that use **Easy-Apply**

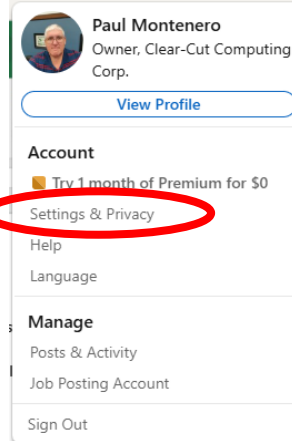
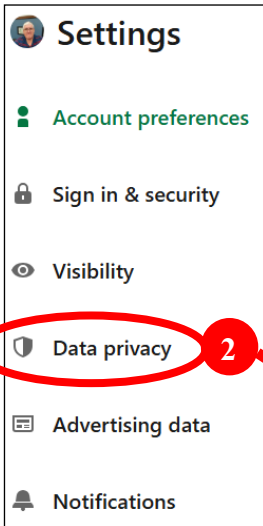
### RESUME REQUIREMENTS:

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- 5MB or less in size

**START  
HERE**



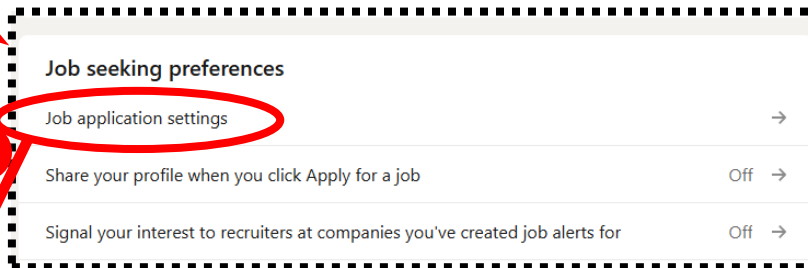
*In Left Margin*



### USING RESUMES

If the job listing has an "Easy Apply" button, you can upload your resume in the pop-up window, then follow the prompts to submit your application.

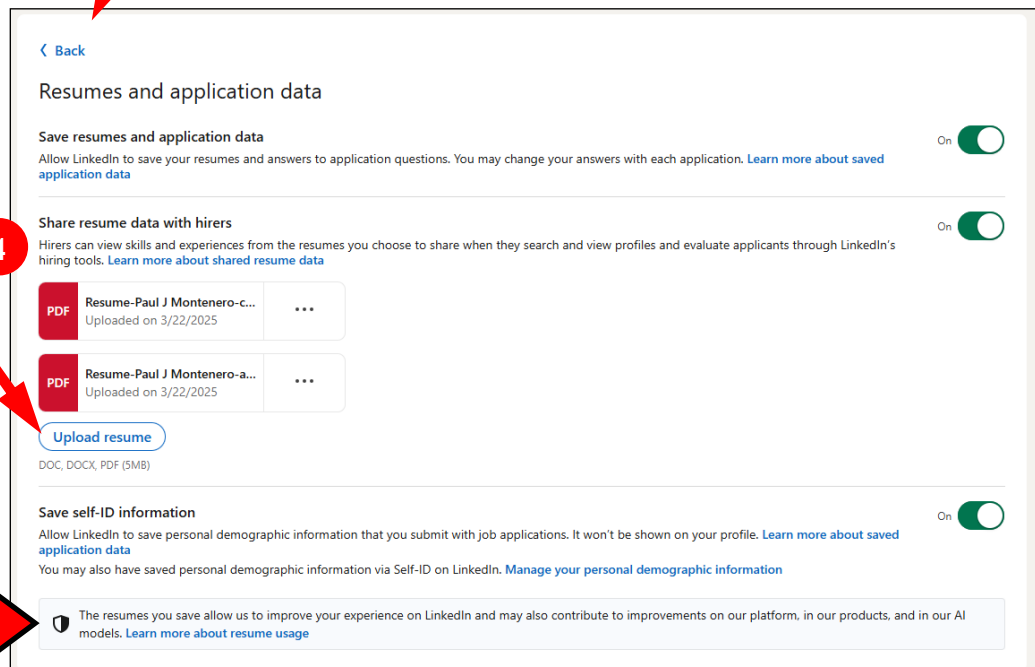
*Partial section of screen*



**Add and Manage  
your Resumes:**  
Click "Upload  
Resume" to bring up  
the File Open dialog  
window and select the  
resume you want..

This is a great place to  
store resumes for your  
own downloading  
needs.

**4**

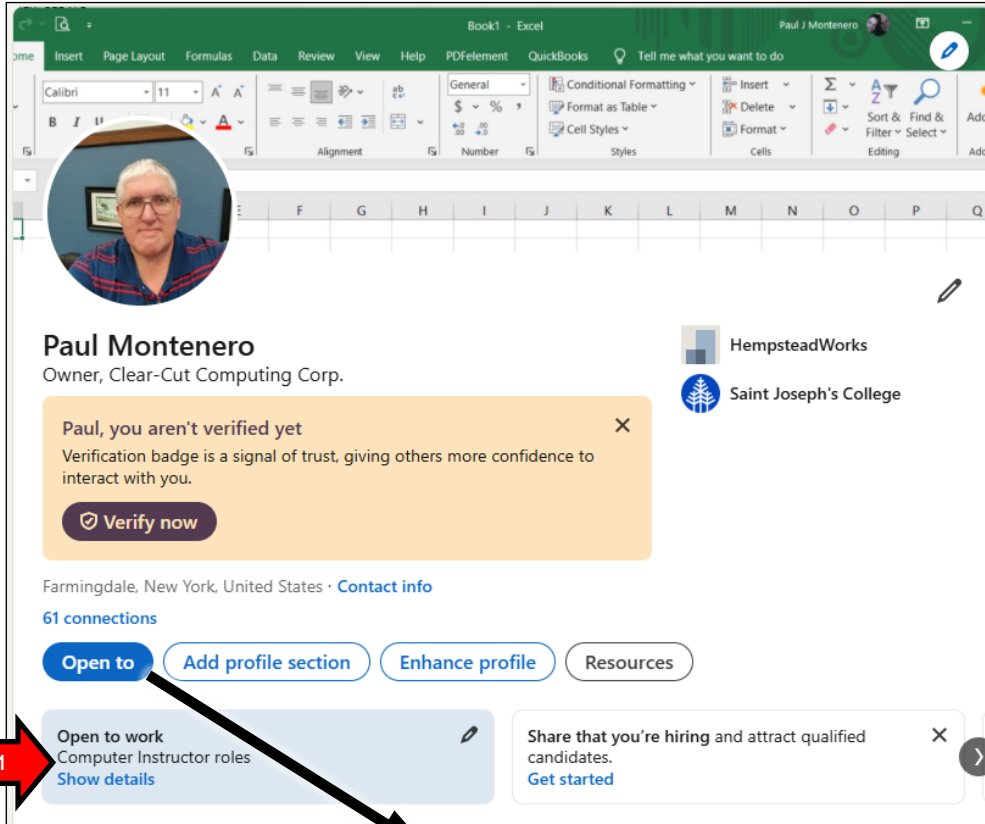


**Be Aware**

# LinkedIn

## “Putting Yourself Out There”

Once you get your profile set up (or at least mostly setup), you need to announce to the LinkedIn community that you are “available for hire.” On the *View Profile* screen, click the *Open To* button.



See pg 11

For Businesses

### Hiring

Share that you're hiring and attract qualified candidates

### Finding a new job

Show recruiters and others that you're open to work

For Businesses

### Providing services

Showcase services you offer so new clients can discover you

### Finding volunteer opportunities

Show that you are open to skill-based volunteering

Tell us what kind of work you're open to

\* Indicates required

Job titles\*

Owner X

+ Add title

Location types\*

On-site ✓ Hybrid ✓ Remote ✓

Locations (on-site)\*

Farmingdale, New York, United States X

+ Add location

Locations (remote)\*

Farmingdale, New York, United States X

+ Add location

Start date

☐ Immediately, I am actively applying

☐ Flexible, I am casually looking

Employment types

Full-time ✓ Part-time + Contract + Internship +

Temporary +

Visibility (who can view you're open to work)\*

☐ Recruiters only

Limited to people using LinkedIn Recruiter

While we take steps not to show recruiters at your current company, we can't guarantee complete privacy.

☐ All LinkedIn members

Includes recruiters and people at your current company

This selection adds the #OpenToWork photo frame.

[Learn more about your privacy](#)

Save

Set the parameters that describe what kind of work environment you are looking for.

A detailed breakdown of these is on the next page.

When finished, click the *Save* button and the LinkedIn community you specified will become aware of you!

# LinkedIn

## Announcing that you are “Open for Work”

Open to work  
Computer Instructor roles  
[Show details](#)



Now let's take a detailed look at the settings that describe what kind of work you are looking for. Click the **Me** button and then click **View Profile**. Then click the pencil in the shaded box shown that says **Open For Work**.

Tell us what kind of work you're open to

\* Indicates required

Job titles\*

Owner X

+ Add title

Location types\*

On-site ✓ Hybrid ✓ Remote ✓

Locations (on-site)\*

Farmingdale, New York, United States X

+ Add location

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☐ All LinkedIn members  
Includes recruiters and people at your current company  
This selection adds the #OpenToWork photo frame.

[Learn more about your privacy](#)

Save

- **Job Title**—You might have one job title already listed from your initial setup of your LinkedIn account. Here, mine reads “Owner” because I originally set it up as a business. If you add one or more job titles, they must match the list of those that appear in the pull-down.
- **Location Type**—You can only check off the ones that are shown; you cannot add to that list.
- **Locations (on-site)**—You can choose individual cities or towns, states, counties, countries or named areas. “Long Island” is not in the list, but you can add Nassau County and Suffolk County.
- **Locations (remote)**— same process as *on-site* above.
- **Start Date**—A great feature if you are “exploring” what opportunities might be presented to you.
- **Employment types**—You can only check off the ones that are shown; you cannot add to that list.
- **Visibility**—Be careful here; if you choose “All LinkedIn members” a green banner is attached to your profile photo reading “Open for Work.” If you currently have a job, your boss or co-workers may see that you are looking for a new job—leading to a potential problem. In that case, choose “Recruiters only;” for they pay for the additional account enhancement to be a recruiter. You can always search for jobs as described earlier in this handout.

*Click Save and one final step remains—  
turning on email updates*

Job preferences saved

We created a job alert for the role you are open to. [Manage alerts](#)

Next, update your settings to get notified about job opportunities

Email updates

For jobs, messages, and open to work updates

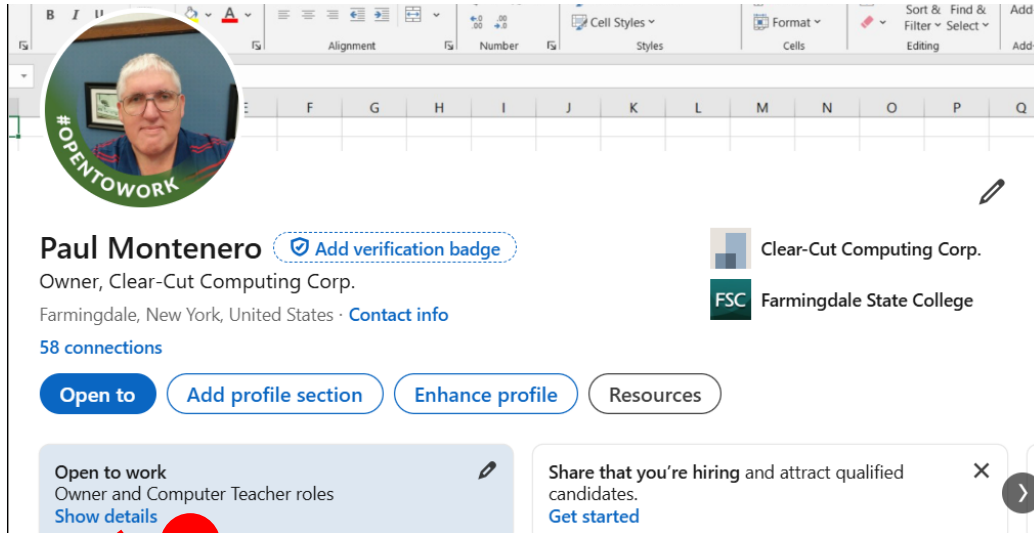
On

No thanks Update settings

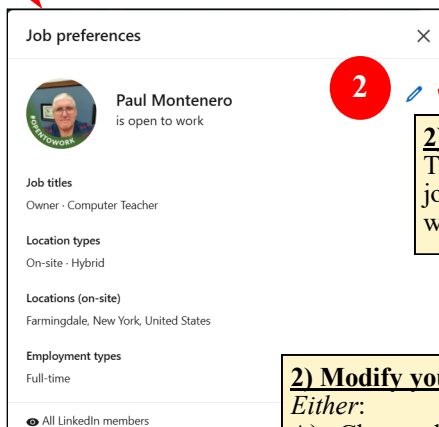
# LinkedIn

## HOW DO I TURN OFF “Open for Work”

You may have found a job or perhaps you are no longer looking. You should turn off the “Open for Work” setting.



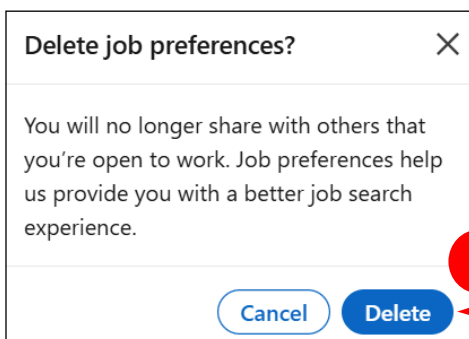
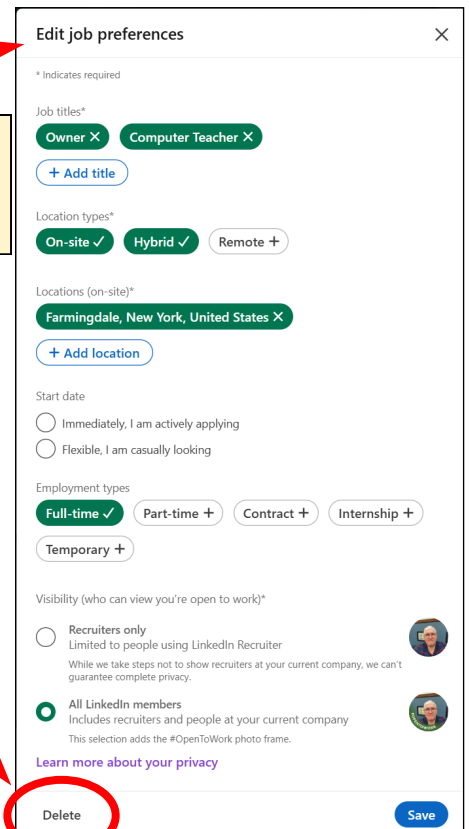
**1) Click “Show details”**  
In your *Public Profile*, under the “Open to Work” blue box, click “Show details.” A summary of your settings will appear.



**2) Click the pencil**  
To see the full “Edit job preferences” window.

### 2) Modify your preferences

*Either:*  
A) Change the Visibility setting to “Recruiters only” (if you are still open to job offers, but the green band saying “Open to Work” will be removed from your picture.  
*Or:*  
B) Click “Delete” at the bottom left, and then the Delete button on the confirmation window.



# LinkedIn

## Q&A

### How do you delete a LinkedIn account:?

To permanently delete your LinkedIn account, log in, go to "Settings & Privacy," navigate to "Account Management," and click "Close account". You'll be prompted to confirm your action, choose a reason for closing, and enter your password to finalize the deletion.

You can reopen your account directly by attempting to log into your LinkedIn account or utilizing the link provided in the original account closure email.

### How do you recover a LinkedIn account?

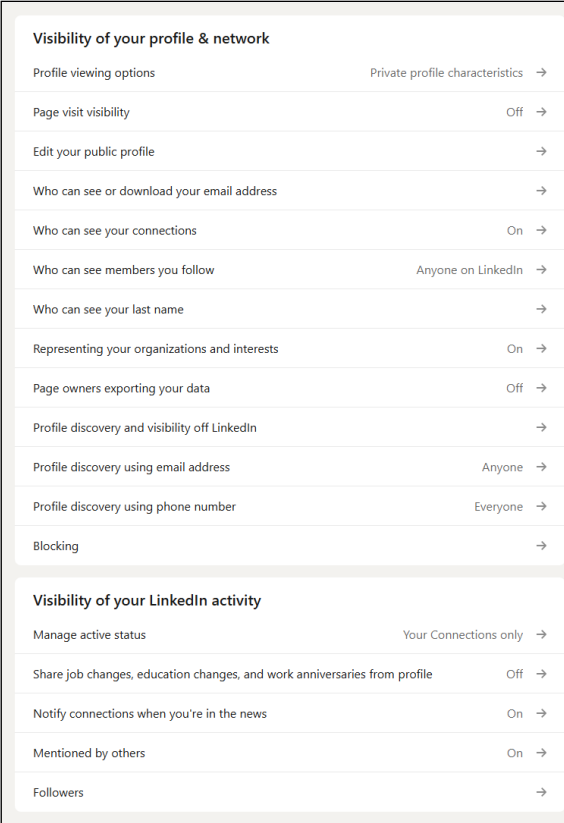
To recover a LinkedIn account, first visit the LinkedIn login page and click "Forgot password." Enter the email associated with your account to initiate a password reset. If you no longer have access to that email, you may need to submit a recovery request to LinkedIn support, potentially providing identification and other verification details.

### How do I change or remove an email address from my LinkedIn account?

1. Tap your profile photo, then Settings.
2. Tap Sign in & security, then Email addresses under Account access.
3. Tap Add email address. ...
4. Enter the new email address.
5. Enter your LinkedIn password for confirmation and tap Submit.

### Can I control how much of my information is visible?

1. Click the Me button.
2. Then Settings & Privacy.
3. Then Visibility.



The screenshot displays the 'Visibility of your profile & network' settings in LinkedIn. It includes options for profile viewing, public profile editing, and various visibility settings for connections, organizations, and activity. Below this is the 'Visibility of your LinkedIn activity' section, which controls the visibility of status updates, job changes, and mentions.

Visibility of your profile & network	
Profile viewing options	Private profile characteristics →
Page visit visibility	Off →
Edit your public profile	→
Who can see or download your email address	→
Who can see your connections	On →
Who can see members you follow	Anyone on LinkedIn →
Who can see your last name	→
Representing your organizations and interests	On →
Page owners exporting your data	Off →
Profile discovery and visibility off LinkedIn	→
Profile discovery using email address	Anyone →
Profile discovery using phone number	Everyone →
Blocking	→
Visibility of your LinkedIn activity	
Manage active status	Your Connections only →
Share job changes, education changes, and work anniversaries from profile	Off →
Notify connections when you're in the news	On →
Mentioned by others	On →
Followers	→