



# 9 LinkedIn tips in under 9 minutes

Take a few minutes to get the most from your professional network. Read up on the tips below and visit [linkedin.com](https://www.linkedin.com) to make these changes now.

## 1. Add job details to your profile

Just listing job titles doesn't do you justice. Descriptions of roles, responsibilities and accomplishments will dramatically improve your appearance in search results as well as present a more complete picture of who you are.

## 2. Add Education to your profile

Finding opportunities, answers, candidates and researching your market is a lot easier when your fellow school alums can find you.

## 3. Choose your vanity URL

[www.linkedin.com/in/yourname](https://www.linkedin.com/in/yourname) - Add it to your business card, website, email signature, etc.

## 4. Import your address book

Let LinkedIn do all the work — in seconds, you can see who in your address book is already on LinkedIn and connect with them.

## 5. Install the Outlook toolbar

Effortlessly manage your network from your toolbar: get suggestions on who to invite based on email frequency, one-click invitations, update your Outlook contacts and much more.

## 6. Give and receive recommendations and endorsements

Word of mouth is the best form of advertising. Recommendations and skill endorsements put your strengths at the forefront of your LinkedIn presence. Giving endorsements and recommendations is a great way to begin receiving them.

## 7. Read news about your company

Read what your colleagues are reading — the two or three things you need to know about every day. Keep your resolution to stay informed on the latest news, while increasing your efficiency! And be sure to follow the Modis company page where we share relevant content daily!

## 8. Enable your public profiles

Places your LinkedIn profile in web search results so that the professional image you earned is presented to the world.

## 9. Download the app

Download LinkedIn's free mobile app available for both Apple and Android and enable push notifications so that you never miss an important update.

For more information, please contact us today.

[modis.com/us](https://www.modis.com/us)

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