# LinkedIn Tips & Tricks

Mary McHale Career Advisor, MICS

Berkeley SCHOOL OF INFORMATION



### **Your Presenter**



Connect with me!





### Mary (Diggins) McHale 🤡 🜒

Career Strategist | Cybersecurity Career Advisor at UC Berkeley School of Information

San Francisco Bay Area · Contact info

UC Berkeley I School MICS 🖸

2.925 followers · 500+ connections

Officering Shoot of Silvening

UC Berkeley School of Information



University of California, Davis

Open to

Add profile section

Add custom button

Resources

# **Agenda**

- 1 Why LinkedIn
- Your Brand on LinkedIn
- 3 Key Profile Components
- 4 Getting Found Hacks
- 5 Researching & Job Searching
- 6 Privacy



# Why LinkedIn

# LinkedIn by the numbers

### **Networking**

- 1B+ users worldwide.
- 67 M+ Company pages

### Job seeking / recruiting

- 55 job applications submitted every second to LinkedIn.
- 3 people hired every minute from LinkedIn.
- 70% of talent professionals say that virtual recruiting will be the new standard.
- 95% of Fortune 500 use LinkedIn Talent Solutions for recruiting.

### Thought leadership

This doesn't mean you need to be an expert!

- Showcase your interest & involvement in a subject/domain by sharing content
- Demonstrate confidence and credibility



# LinkedIn is a professional & social networking tool

### WHY SHOULD YOU BE ON LINKEDIN?

- Own your story
- Build meaningful connections
- Use LinkedIn as a research tool







# Your Brand on LinkedIn

# **Build a Discoverable & Focused Profile**

# **Human**



21x on Profiles with Images & Headline

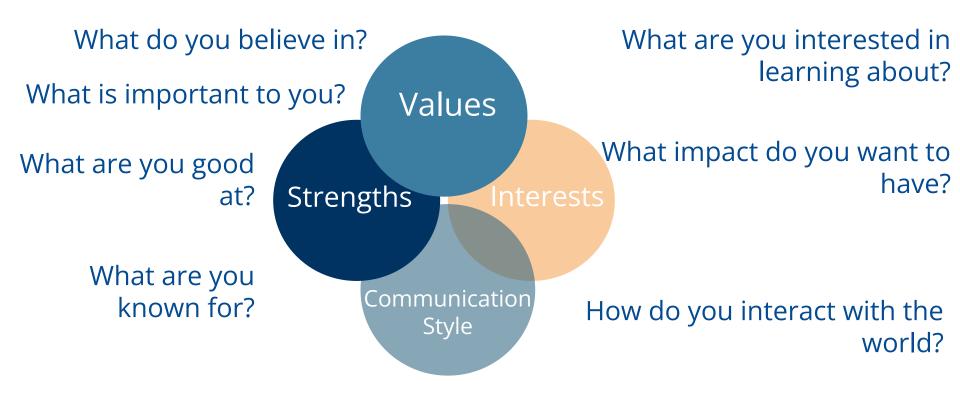
# **Algorithms**

$$\mathbf{W}_{\text{new}} = \left[ \sum_{n=1}^{N} (\mathbf{x}_{n} - \overline{\mathbf{x}}) \mathbb{E}[\mathbf{z}_{n}]^{\text{T}} \right] \left[ \sum_{n=1}^{N} \mathbb{E}[\mathbf{z}_{n} \mathbf{z}_{n}^{\text{T}}] \right]^{-1}$$

$$\sigma_{\text{new}}^{2} = \frac{1}{ND} \sum_{n=1}^{N} \left\{ \|\mathbf{x}_{n} - \overline{\mathbf{x}}\|^{2} - 2\mathbb{E}[\mathbf{z}_{n}]^{\text{T}} \mathbf{W}_{\text{new}}^{\text{T}}(\mathbf{x}_{n} - \overline{\mathbf{x}}) + \text{Tr} \left( \mathbb{E}[\mathbf{z}_{n} \mathbf{z}_{n}^{\text{T}}] \mathbf{W}_{\text{new}}^{\text{T}} \mathbf{W}_{\text{new}} \right) \right\}.$$

Keywords – 40x Connections

# What Makes You, YOU?



How do you express yourself?

# Your brand on LinkedIn

Profile Activity\* Connections Following Groups Your Brand



# **Key Profile Components**

### **Background Banner**

Supportive of your brand and interesting

# Profile Photo

Clear, shows YOU, well-lit,centered , industry appropriate



Name Pronunciation & Pronouns

### Headline

Descriptive, clear, concise & targeted

### Open to Work

Select Share w/ all LinkedIn members to use photo frame

Select *Share w/*recruiters only for
no photo frame

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Open to

Add profile section

UC Berkeley School of Information

University of California, Davis

urces

UC Berkeley School of Information

Your network is here!

**Contact Information** 

Email, website, github, etc.

# Craft a memorable headline with keywords

- TA in Statistics
- UX Design Student
- Cybersecurity Cloud Architect
- ML + Data Eng Student @ UC Berkeley
- PM Student @ UC Berkeley
- Data Science Graduate Student @ UC Berkeley
- Software Engineer, Costco

# **Headline styles**

### **Impact Statement**

Creating accessible + impactful ux design solutions for AI

### **List Style (skills, strengths, or domains)**

Cybersecurity Leader I Biotech + Healthcare

### **Career Changer**

Product Manager leveraging engineering + data science background

### **Job Title**

Data Scientist @ Stripe

### **Job Title: Helping X do Y (value proposition)**

UX Researcher: helping SAAS companies understand user needs + business opportunities

# **About section: engage your audience!**

- Who you are as a professional and a person
- Why you do this work
- Tell your story, connect the dots
- Include key skills/areas of expertise, tech skills and certifications
- Use relevant keywords

# **Professional Summary Framework**

**Background -** title, areas of expertise industries of experience

**Strengths** - Problems you solve and value you bring-what and why you do it

**Direction**- Show where you are going and what is a great fit for you.

Additional ways to add keywords

**Areas of Expertise/Specialities** 

**Technical Skills** 

**Certifications** 

# Your "about" = your brand story

I am building skills in / focusing on.....(the what)

I really like / I'm interested in / I value .....(the how - talk about your strengths, values, or communication style)

For / impacting....(the audience - tell a bit about your interests)

And this means....(the change or difference you are making / can make)

(ASK) Reach out if you are looking for help with / if your company values / I'd love to chat if you are interested in having X impact....(ask a question!)

Skills include: (this is a great way to list keywords)

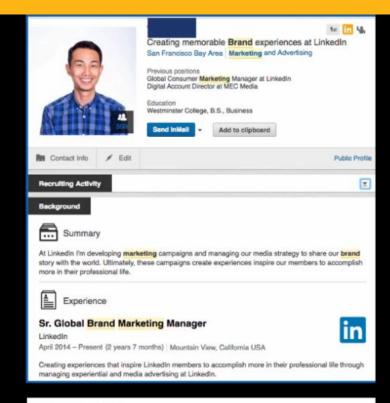
# **Use keywords + make it skimmable**

**Keywords:** search words people use to find YOU

- Know your "keywords" use job postings and other LI profiles as a guide.
- Be honest and accurate, don't "stuff" your profile with buzzwords.
- Write your profile for REAL PEOPLE, not search engines.
- Balance 'professional' while showing 'personality'!
- Use whitespace to make it easy to skim

### KEYWORDS

- Headline
- Summary
- Experience/Skills



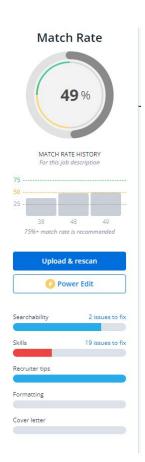
### RESPONSIBILITIES

- Drive the strategic process for the development of major brand campaigns in coordination with Creative, Brand, General Managers and senior leadership.
- Coordinate and manage all aspects of the production process for broad awareness campaigns, including TV, traditional/out-of-home,

40x

# Find Keywords with Jobscan

- Scan your resume in Jobscan with the content of 2-3 positions -only responsibilities and qualifications
- Click on PowerEdit to get a complete list of keywords and frequency
- Use you industry knowledge to evaluate levels of importance



<sup>\*</sup> Request a Jobscan account at https://www.ischool.berkeley.edu/careers/students/jobscan

# Find Keywords with Jobscan

Skills Match Formatting High score impact 49% accountability X /2 Add skills below to your resume on the right to see live score updates prioritization  $\times$  / 1 Low score impact Important Consider security operations 1/7 X / 6 range frequency software development lifecycle 1/2 information technology 1/2 X / 5 locations anomaly detection 1/2 1/2 computer science empower × / 4 What's important 1/2 event management in your field? values X / 4 mathematics X / 2 statistics 1/2 × /4 culture X/2 analytics SIEM X/2 detection 1/4 SoC X / 2 security+ certification ×/1 incident 2/4 X/1 automation CISA ×/1 X / 4 base CISM X / 1 X / 1 organization X / 3 gcih

# Sample about section

### About

\*Hi there, thanks for landing here! I'm currently pursuing my Master of Information and Data Science at the UC Berkeley School of Information (graduating 2021). I'm excited about building products at and researching the intersections of AI, social justice, and brain science.

At a glance, here are some things I've deeply enjoyed working on:

- Currently a Data Science fellow with the D-Lab, working to support UC Berkeley students, staff, and faculty with statistical analysis, data science, and intelligent research design for computational social science applications
- First and sole Product Manager at Umba where I drove product development, beta-tested, and led the rollout of 5 core digital bank product features creating a brand new product experience for total active base of 300,000+ Kenyan users
- Built sustainable, trauma-informed healing programs reaching and supporting 400+ survivors of sexual violence & first-responders on the UC Berkeley campus

My research interests include investigating, preventing, and healing longitudinal behavioral health impacts. My approaches to data science and healthcare are informed by principles of transformative justice, ethical AI, and radical transparency.

P.S. if we haven't met yet, please leave a note in your connection request!

# Sample about section

### About

Talented Cybersecurity Engineer experienced in utilizing technology to solve complex problems in government organizations.

Excellent communicator to tech and non-technology savvy team members to improve the cybersecurity defense for small government agencies.

Proactively identifies and analyzes opportunities to utilize technology to streamline business systems and processes.

Liaison between public and private sectors to optimize cybersecurity in systems and networks.

Currently completing a Master of Information and Cybersecurity at the University of California, Berkeley

CERTIFICATIONS
Security+, CompTIA
CISSP

Master of Information and Cybersecurity

TECHNOLOGY SKILLS AND TOOLS

Programming: Python

Security: IBM QRadar, Splunk, Qualys, FortiGate, Dark Trace, CrowdStrike, Flashpoint, GitLab, Proofpoint

Operating Systems: Windows 10, Windows Server, Ubuntu, Centos, Red Hat Enterprise Linux, Kali Linux

# Sample about section

### **About**



I am a builder who is most at home when working with teams to co-create the future through strategic plans and innovative programming with impact in learning, organizational, and leadership development.

I love messy problems spaces, having started my career in engineering and now working to further equity ...see more

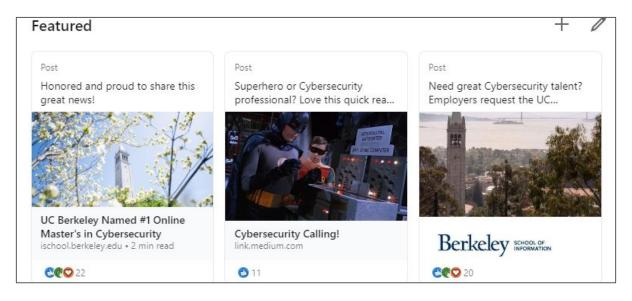


### Top skills



Career Development • Strategic Relationships • Program Management • Leadership • Employee Engagement

# **Featured Section**



**Showcase your work visually** - a mini portfolio that goes beyond resume! Can include:

□ recent LI posts □ Articles □ External media □ Documents □ External URL's

# **Experience**





- Content needs to appeal to people and algorithms!
- Show your value and accomplishments. Only first 2 lines of text show unless *See More* is clicked.
- Include resume content or 1-3 sentences describing keywords and impact
  - High level overview of role, scope and impact
  - Key projects, outcomes, impact and metrics as appropriate

# **Experience section: add skills!**

### **Experience**





**UC Berkeley School of Information** 

10 yrs 6 mos

Senior Director of Career Development

Full-time

Oct 2021 - Present · 2 yrs 5 mos

Working with diverse stakeholders, provide leadership, direction, and vision for the Career Development & Alumni Engagement programs serving 1k+ graduate students & 2k+ alumni in tech leadership/... ...see more

**▽** Talent Development, Strategic Initiatives and +11 skills

# **Experience section: add Media**



### SAP SuccessFactors

5 yrs Hybrid

### Product Manager III

Full-time

Apr 2023 - Present · 1 yr 4 mos

Delivered cross-platform experience and cybersecurity in full-cycle development of mobile applications.

...

...see more



### Global Award Winner for Driving Consumption 2023

Nominated and awarded Global Driving Consumption 2023 winner for SAP products out of 100,000+ employees.

### Product Manager II

Oct 2021 - Apr 2023 - 1 yr 7 mos

Collaborated with premier customers to identify and strategically implement new requirements, to lead to the onboarding of 300,000+ new users over a two year period.... ...see more





# **Education**

### Education



### UC Berkeley School of Information

Master's degree, Information and Cybersecurity Jan 2022 - Aug 2023

Cryptography for Cyber and Network Security, Beyond the Code: Cybersecurity in Context, Software Security, Network Security, Operating System Security, Privacy Engineering, Web Application Security, Capstone

Skills: Autopsy · Burp Suite · EnCase · Wireshark · Python (Programming Language) · Writing · IT Project





MICS Immersion 2023

### Education



### UC Berkeley School of Information

Master's degree, Information Science/Studies

Activities and societies: Career and Alumni Relations Chair

Winner: Dr. James R. Chen Award for Best Capstone Project





### Education



### UC Berkeley School of Information

Master's degree, Data Science (MIDS)

Jan 2023 - Jan 2025

Coursework: Experiment Design, Probability Theory, Python for Data Science, Data Engineering, Time Series /
Panel Data / Categorical Response, Applied Machine Learning, Machine Learning at Scale (Distributed Systems /...

# **Skills**







**Industry Knowledge** 

**Interpersonal Skills** 

### **Public Speaking**

Berkeley Endorsed by 3 colleagues at UC Berkeley Sch

55 endorsements

GHC23 Workshop: Build a door if opportunity
Potential

Show all 4 details →

### **Career Development**

Berkeley 4 experiences across UC Berkeley School of companies

2 educational experiences at University of Ca

Endorsed by Laurie Haskell-Woerner and 1 ot

### Resume Basics

### Sample skills & tools

The following lists are common skills and tools within various job categories that you may want to consider including on your resume.

### **DATA SCIENCE SKILLS & TOOLS**

Programming Languages — Python [could include libraries], R, SQL, MATLAB, Java, HTML, CSS, Javascript, C++, VBA, SAS

Visualization — D3.js, Tableau, Matplotlib, Plotly, Bokeh, ggplot, ggplot2, Power View

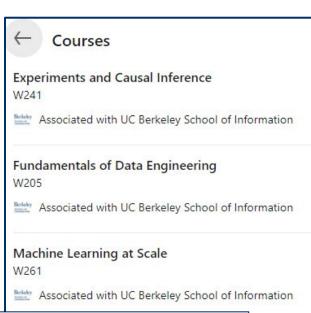
Cloud Computing — Amazon Web Services (AWS), Azure, Google Cloud Platform (GCP), BigQuery, IBM Softlayer, DigitalOcean

Show all 9 details →

# **Courses + Projects**

- Adds depth to your profile
- Showcases key skills/experience
- Add weight with keywords





### **Projects**

2020 Presidential Election Swing State Data Analysis

Nov 2020 - Dec 2020

Associated with UC Berkeley School of Information

Show project 🗷

### Power of media

# Media Increases Time on Profile 21%

- Featured
- Experience
- Education
- Volunteer





### Chief Technology Officer

LucasFilm

Dec 2007 - Mar 2011 · 3 yrs 4 mos

As Chief Technology Officer, on the executive leadership team, Richard oversaw the company's technical operations, and was responsible for development and execution of the technology strategy for Industrial Light & Magic, Skywalker Sound and LucasArts, amongst other high profile businesses within the Lucasfilm groups.



Keynote speaker for nVidia Developer ...



X Prize with Peter Diamandis



### Sr. Director

Apple Computer

Aug 2001 - Dec 2007 · 6 yrs 5 mos

Enlisted by the CEO to join the company and lead projects to brin newly launched Mac OS X. Managed and grew teams evangelizin development environments. Created a task force to work hand in applications to new Mac OS. Created the internal Tech Marketing drive presentation & demonstration strategies for all Pro Apps ar

- · Defined and managed annual 'Hollywood Summit' meetings wi
- · Collaborated with engineering defining next generation operati
- A CEO selected press spokesperson for new product launches
- · Appeared in 8 keynote presentations with the CEO

### see less



Jony, me & Steve

### Featured



### Macworld Keynote

The launch of Maya on Mac OS X with Steve Jobs

# **Show More of Who You Are**

Licenses & Certifications ~ Honors & Awards ~ Volunteering Publications ~ Organizations

- Relevant
- Recent or Ongoing
- Use org logos



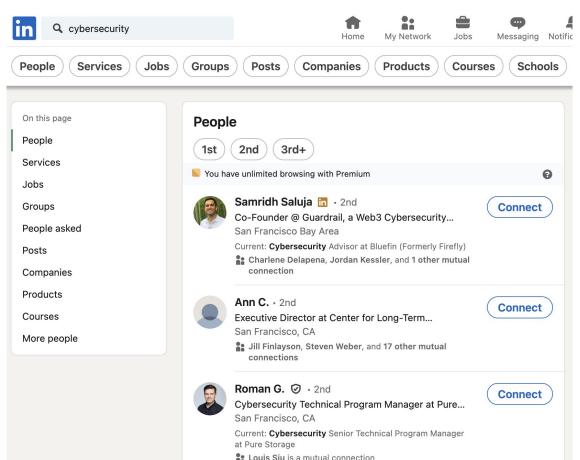


# **Getting Found Hacks**

Connections + Groups = NETWORK

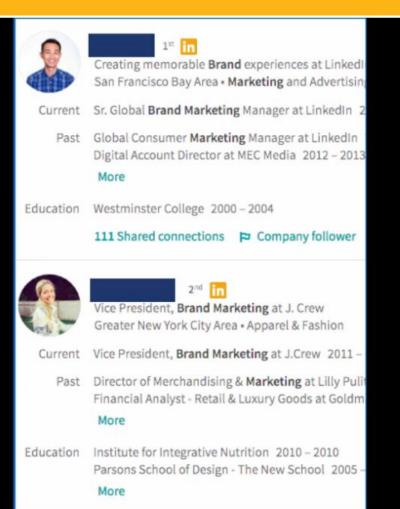
# **Getting Found Hack**

Your Network Makes a HUGE Difference!



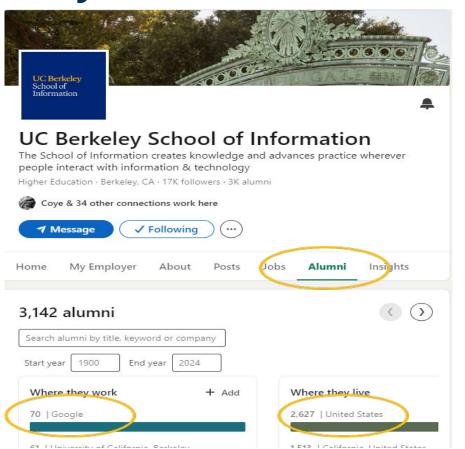
### RECRUITER: PROFILE VIEW

- Keywords
- Connections
- Photos



\*Career Masterclass-Jerem y Schifeling

## **Build your I School network**





Tanvi Sunku · 2nd Product Data Science at Uber Eats

Steven Weber, Siu Yung Wong, and 11 other mutual connections

Connect



Ben Leonard · 1st Security Analyst | UC Berkeley MICS Class of.

Kristy Westphal, David (DH) Huang, and 62 other mutual connections

Message



Abdullah Azhar

Data Scientist | Berkeley

1K followers • Amina Alavi, Rebecca K. Andersen, and 6 other mutual connections

Follow



Mahesh Arumu...

Engineering at Applied Intuition

Laurie Haskell-Woerner, John Santerre PhD, and 2 other mutual connections

Connect



### Natarajan Krish...

Not just tech, just tech

Steven Weber, Aravind Narasimhan, and 17 other mutual connections

Connect



Catherine Yu · 2nd UX Researcher | Data Analyst | Al Researcher...

Amina Alavi, Rebecca K. Andersen, and 15 other mutual connections

Connect



Yu-Cheng Lin · 2nd Python Developer | Software Engineer

Steven Weber, Siu Yung Wong, and 10 other mutual connections

Connect



### Zoya Abdullah

User Research @ Shipt | UC Berkeley MIMS '24

Coye Cheshire, Rebecca K. Andersen, and 7 other mutual connections

Connect



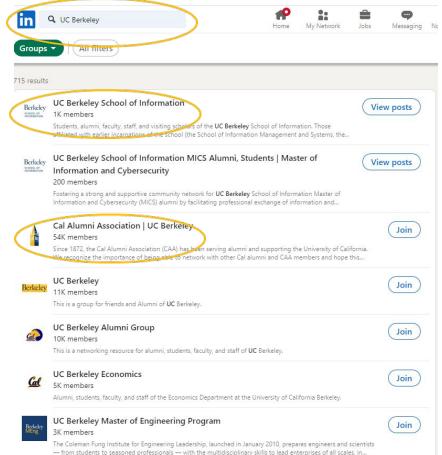
**Tommy N.** · 2nd Leadership | Strategy | Operations

John Santerre PhD is a mutual connection

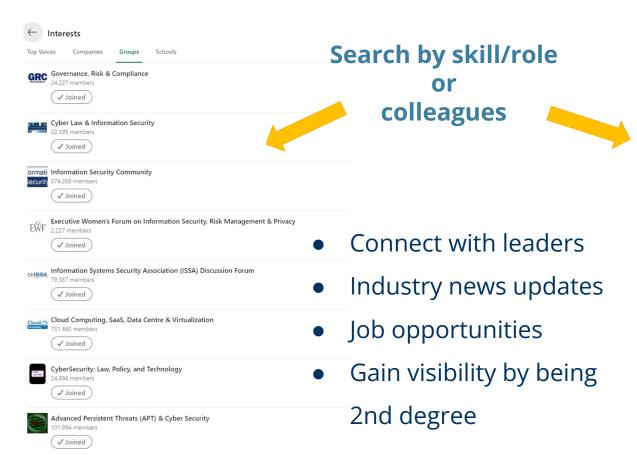
Connect

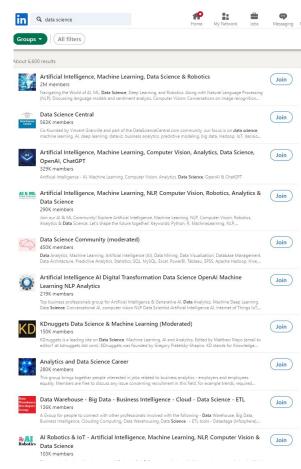
## **Grow with alumni groups**

- Connect with alumni
- Join alumni groups
- Best networking opportunities

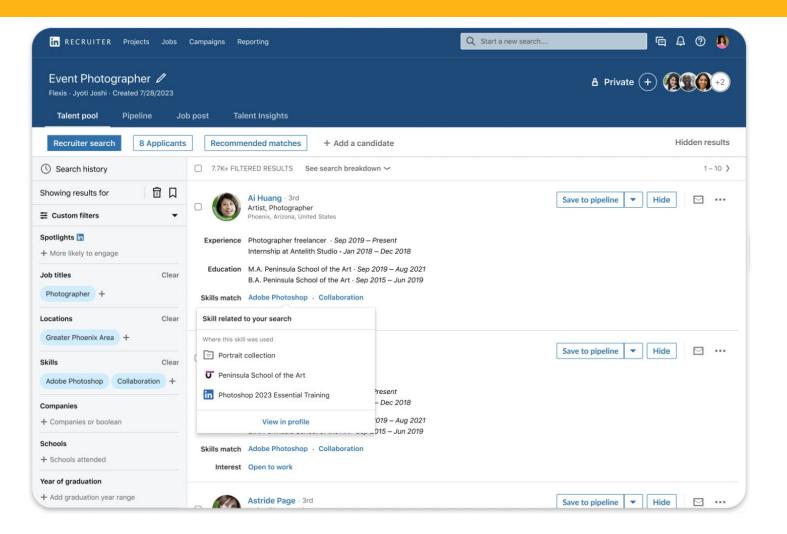


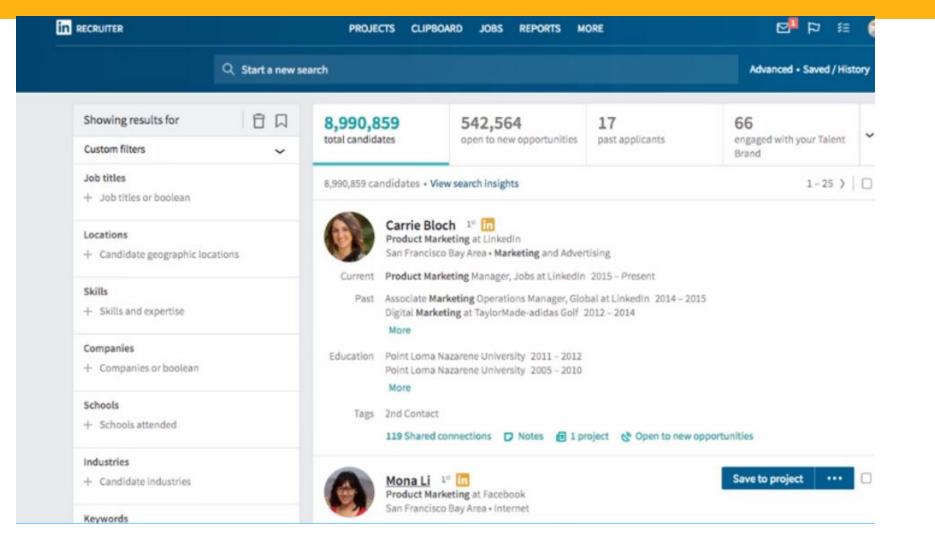
## **Networking hacks- Groups!**





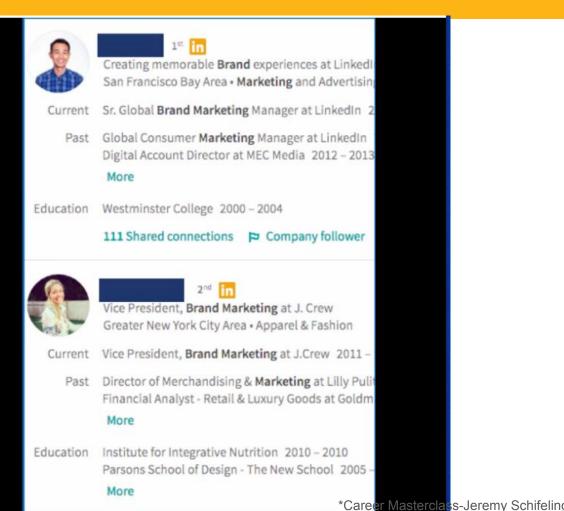
## View From LinkedIn Recruiter





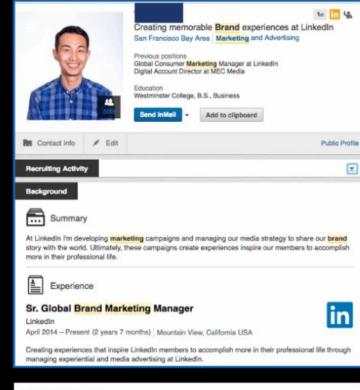
### RECRUITER: PROFILE VIEW

- Keywords
- Connections
- Photos



### KEYWORDS

- Headline
- Summary
- Experience/Skills



#### RESPONSIBILITIES

- Drive the strategic process for the development of major brand campaigns in coordination with Creative, Brand, General Managers and senior leadership.
- Coordinate and manage all aspects of the production process for broad awareness campaigns, including TV, traditional/out-of-home,

40x

\*Career Masterclass -Jeremy Schifeling

# Provide external credibility

## Seen fully in Recruiter

- Quality
   Matters
- Who
- Keywords

#### LINKEDIN.COM/RECS

## ENDORSEMENTS + RECOMMENDATIONS

#### Recommendations



#### AVP, eCommerce & eRetailer at L'Oreal

Greater New York City Area

66I had the pleasure of working with Patricia during my time at Fordham's Graduate School of Business Administration. Patricia and I graduated together and during the program she and I worked directly together on accounting and marketing projects. Patricia is brilliant in the world of business, a dedicated team player and hard working. Always obtaining top results, Patricia knows how to navigate and overcome any obstacles that may arise to get the job done and succeed.



#### Chief Executive Officer at Amplitude Marketing Group, Inc

Greater New York City Area

Patty is a brilliant strategist with the ability to see and set a clear direction, devise a plan

# Researching & Job Searching

## Research: your feed





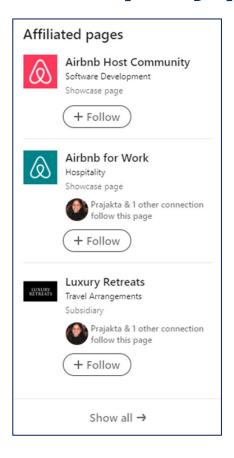


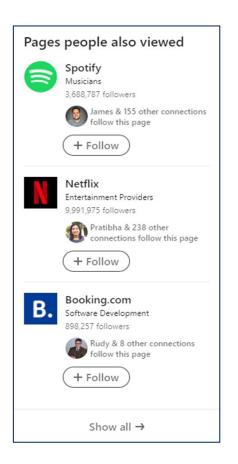
- Connect with people you know and trust
- Follow people you want to hear from but don't know personally ("Top Voices")
- Follow companies & their leaders
- Follow hashtags
- Comment, react, and share posts

## **Research: company pages**

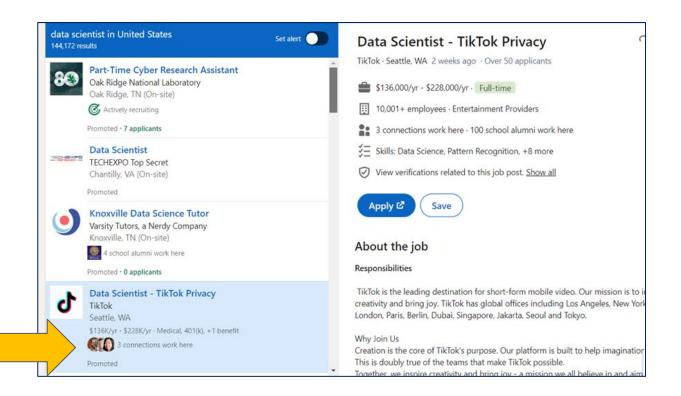


## **Research: company pages**

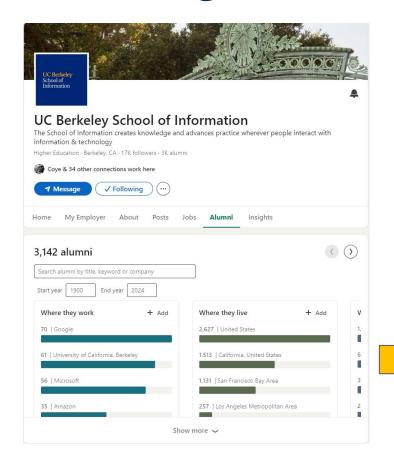




## Job searching: referrals



## Job searching: referrals





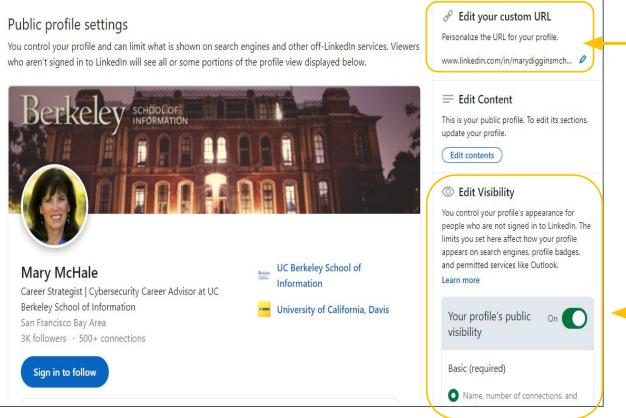


## Job searching: key takeaways

- Optimize your profile toward your <u>target</u> job
- Max out the Skills section with <u>relevant</u> skills (up to 100!)
- Turn on *Open to Work* settings for recruiters only; update your work preferences
- Search your network for referrals (2nd degree connections!)

# **Privacy on LinkedIn**

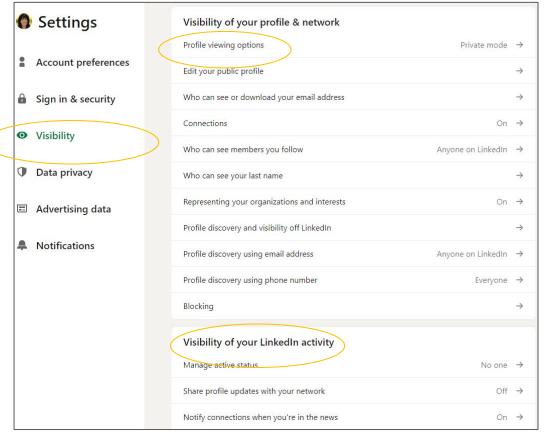
## **Profile settings + privacy**

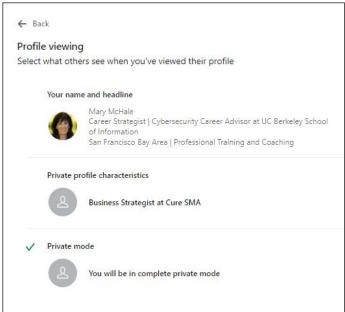


Use this to edit URL

Use this section to choose what parts of your Profile are visible

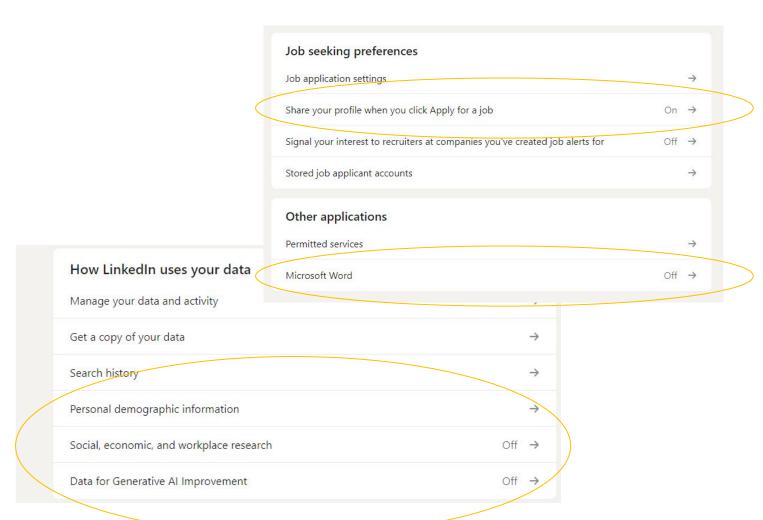
## **Settings + privacy**





## **Settings**

- Settings
- Account preferences
- Sign in & security
- Visibility
- Data privacy



## Thank you!



Feedback survey: <a href="https://forms.gle/qmnGAwCCvF4NKCeL9">https://forms.gle/qmnGAwCCvF4NKCeL9</a>

### **Career Advising Appointments**

www.ischool.berkeley.edu/careers/students/advising

### LinkedIn Profile/Resume/Cover Letter Reviews

www.ischool.berkeley.edu/careers/students/resumereview