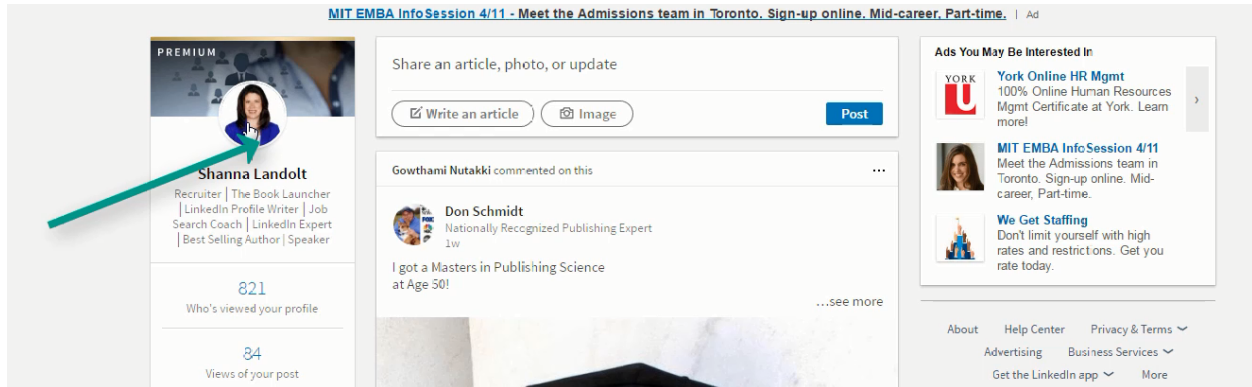
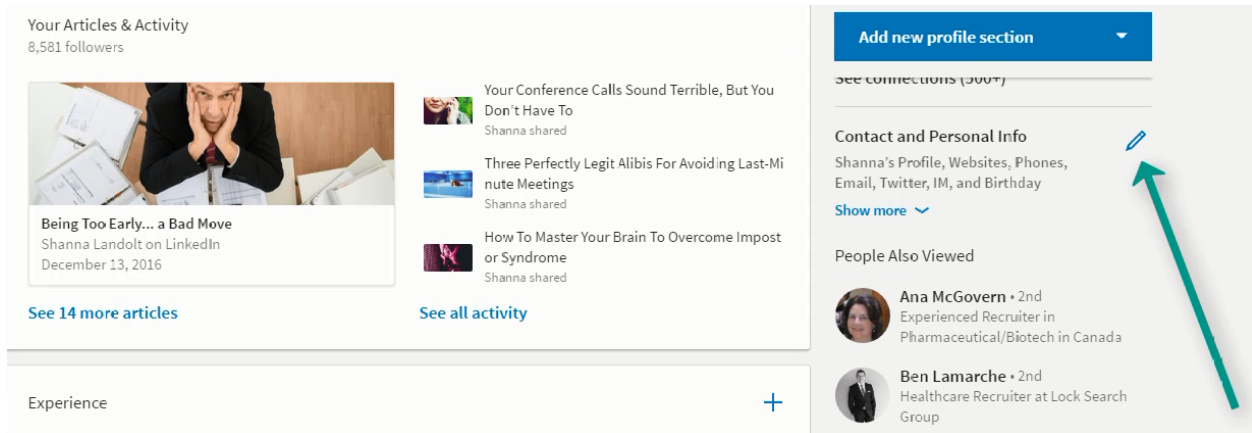


CONTACT AND PERSONAL INFO

Now I'm going to show you how to edit your **Contact & Personal Info**. Start off on your Home Screen.



Click on the small picture of you on the left hand side. Go over to the right hand side and scroll down...



And you will see **Contact and Personal Info**. Click on the little pencil icon.

Edit contact info ✕

Profile URL
[linkedin.com/in/shannalandolt](https://www.linkedin.com/in/shannalandolt) ↗

Website URL
 Remove website

Type (Other)

Website URL
 Remove website

Type (Other)

[+ Add website](#)

Phone

Your edits above won't be shared with your network.

[Save](#)

And now you can **Edit contact info**.

Edit contact info



Profile URL

[linkedin.com/in/shannalandolt](https://www.linkedin.com/in/shannalandolt) ↗



Website URL

shannalandolt.com

Other

Type (Other)

Shanna Landolt Website

Remove website

Website URL

facebook.com/secretsfromaheadhunter

Other

Type (Other)

Secrets...Headhunter Facebook

Remove website

+ Add website

Phone

416-737-0154

Mobile

Your edits above won't be shared with your network.

Save

Here is where you can edit your Profile URL. (Which I go into more detail on another module.)

Here is

Edit contact info ✕

Profile URL
[linkedin.com/in/shannalandolt](https://www.linkedin.com/in/shannalandolt) ↗

Website URL

Type (Other)
 [Remove website](#)

Website URL

Type (Other)
 [Remove website](#)

[+ Add website](#)

Phone


Your edits above won't be shared with your network.

[Save](#)

If you have a website that you would like to include, put the URL where it says **Website URL**.

Edit contact info ✕

Profile URL
[linkedin.com/in/shannalandolt](https://www.linkedin.com/in/shannalandolt) ↗

Website URL
 

Type (Other)

Website URL

Type (Other)

[+ Add website](#) [Remove website](#)

Phone

Your edits above won't be shared with your network.

[Save](#)

You will have a choice of putting **Personal, Company, Blog, RSS Feed, Portfolio or Other**. I *always* want you to choose **Other** because then you can actually say what the name of the website is. If you choose **Personal** or **Company** etc. it will just say "Personal" website or "Company" website. You want for it to say the actual name of the website.

Edit contact info ✕

Profile URL
[linkedin.com/in/shannalandolt](https://www.linkedin.com/in/shannalandolt) ↗

Website URL
shannalandolt.com Other

Type (Other)
Shanna Landolt Website Remove website

Website URL
facebook.com/secretsfromaheadhunter Other

Type (Other)
Secrets...Headhunter Facebook Remove website

+ Add website

Phone
416-737-0154 Mobile

Your edits above won't be shared with your network.

Save

Here I put **Shanna Landolt Website**, because www.shannalandolt.com is my company's website.

While I have put my Facebook Page, I don't recommend including that if you are looking for a new job. This year Harvard University declined admission to 10 students because of content they had published on their Facebook Page. (Always be thoughtful and positive about what you post on Social Media.) As a Top Recruiter, I once had a client cancel an interview with a candidate because of past information they learned about her online.

Edit contact info



Website URL

facebook.com/secretsfromaheadhunter

Other

Type (Other)

Secrets...Headhunter Facebook

Remove website

+ Add website

Phone

416-737-0154

Mobile

Address

Email address

shanna@landoltgroup.com ↗

Twitter

Your edits above won't be shared with your network.

Save

Add your phone number. The best number to use is your mobile phone number.

Edit contact info ✕

Website URL

facebook.com/secretsfromaheadhunter Other ▾

Type (Other)

Secrets...Headhunter Facebook Remove website

[+ Add website](#)

Phone

416-737-0154 Mobile ▾

- Mobile
- Home
- Work
- Mobile

Address

Email address

shanna@landoltgroup.com ↗


Twitter

Your edits above won't be shared with your network.


Save

You will have a choice of Home, Work or Mobile. Don't choose Home because you never know who will answer. Your kids or spouse might answer the phone and forget to pass on a message to you. If you choose work, you may have to deal with uncomfortable moments when a recruiter calls and your colleague is standing right beside you! Mobile is the best option as you can screen your own calls.

Edit intro ✕



Profile photo




First Name * Last Name * [Add former name](#)

Headline *

Current Position [Add new position](#)

Education [Add new education](#)

Country ZIP code 

Locations within this area

Industry

No **Share profile changes**
If enabled, your network may see this change.

[Save](#)

You can put your address, but as long as your Zip Code / Postal Code is in your **Edit intro**, you don't need to put your home address. This Zip Code will be used by recruiters when they search for you. For example, your zip code will be factored into a search for candidates within a certain radius of the company. It is very important that you include it in the **Edit intro** section

Email addresses Close
Add or remove email addresses on your account 4 email addresses

Email addresses you've added:

shanna@landoltgroup.com	Primary
shanna.landolt@yahoo.ca	Make primary Remove
resume@landoltgroup.com	Make primary Remove
shanna@shannalandolt.com	Make primary Remove

[Add email address](#)

Enter your password to make this the primary email

Password

[Make primary](#) [Forgot password](#)

Phone numbers Change
Add a phone number in case you have trouble signing in 1 phone number

If you add a new email address or make a different email your Primary Address, LinkedIn will ask for your password to verify that it is you who is making the change. (Note to everyone who has ever forgotten to log out at the Apple Store or an Internet Café!) This is to ensure that someone isn't trying to hack your account.

Edit contact info



Email address

shanna@landoltgroup.com [↗](#)

Twitter

TheHRGazette

Twitter

ShannaLandolt

Instant messenger

shanna.landolt

[+ Add instant messenger](#)

Birthday

February

11

- Skype
- AIM
- Skype
- Windows Live Messenger
- Yahoo! Messenger
- ICQ
- Google Hangouts
- QQ
- WeChat



Your edits above won't be shared with your network.

Save

You have a number of different choices for adding an **Instant Messenger** including **AIM, Skype, Windows Live Messenger, Yahoo! Messenger, ICQ, Google Hangouts, QQ and WeChat**. You can add more than one Instant Messenger if you like.

Edit contact info ✕

Email address
shanna@landoltgroup.com ↗

Twitter

Twitter

Instant messenger
 Remove IM

[+ Add instant messenger](#)

Birthday
 Visible to: Your network

Your edits above won't be shared with your network.

Save

I recommend adding your birthday, especially if you are in a job search. LinkedIn will notify your connections on your birthday. It gives your network a reason to think about you. Don't worry... it doesn't ask for the year, so people will not know how old you are!

Then hit the blue Save box.