

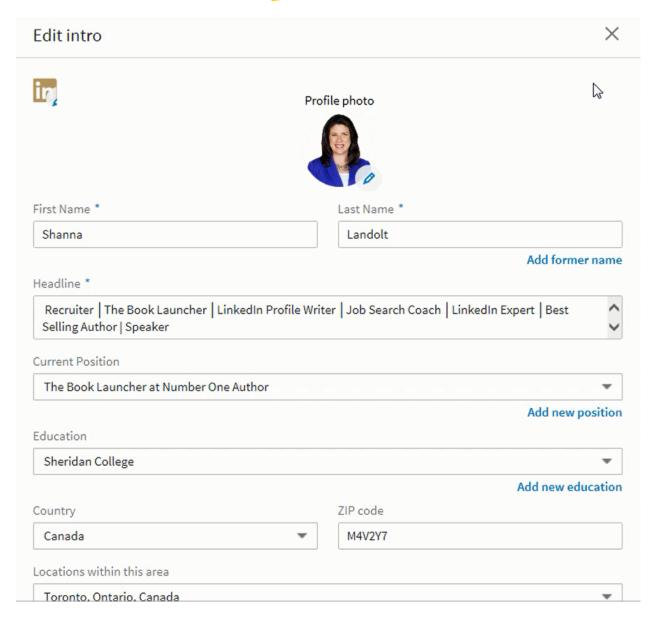
## **EDIT INTRO**

We are going to edit the information at the top of your LinkedIn Profile.



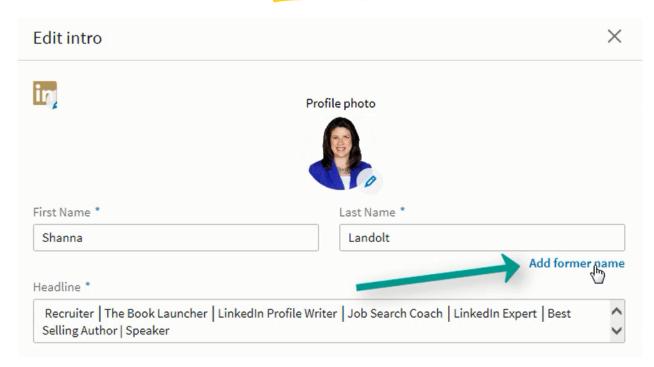
Click on the Pencil Icon





This will take you to the **Edit intro** page.



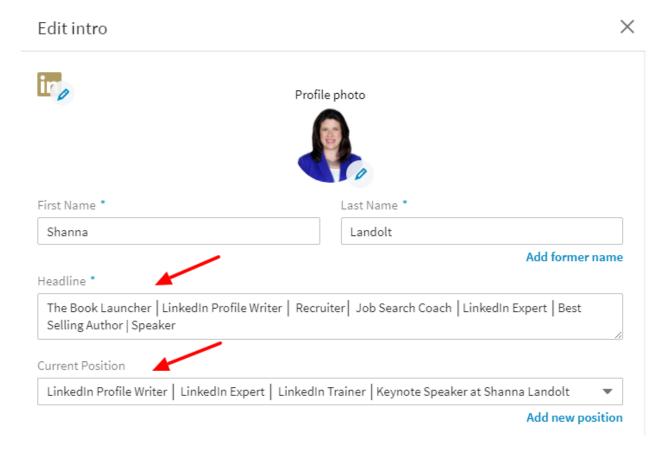


If you would like to add a **Former Name** click here and enter your former name.



Your Former Name will now be in brackets between your first and last name.



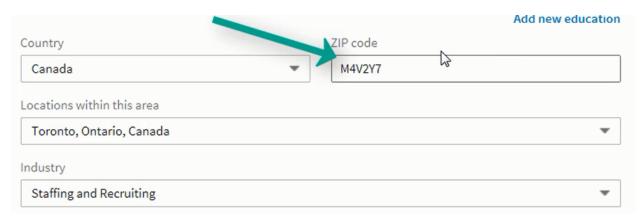


You can edit your Headline and Current Position (Which I will talk about separately because they are critical to your job search.)

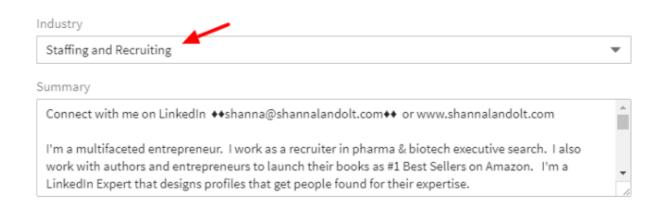


If you have multiple degrees, click on the drop down menu above **Add new education** and click on the degree that you would like to have shown most prominently at the top of your LinkedIn Profile.





What is *super duper important* here is your **Zip code or Postal Code**. Most people don't realize how important this is. Put the Zip Code or Postal Code of the City that you WANT TO WORK IN. That may be very different from where you currently live. Most recruiters and hiring managers will use advanced features on LinkedIn when they are searching for candidates. They will start first with candidates that live within 50Miles or 80KM of their office. If you live in NYC but want to work in Santa Monica, change your ZIP Code to a Santa Monica Zip Code. You can work out the relocation details later. If you don't do this, you will never be recruited for opportunities in Santa Monica (but you will hear from all of the NYC Recruiters.)



Another super duper important tip... Make sure that the industry that you choose is the same as the industry that you WANT to work in. (This may be different from the industry that you are currently working in.)

You can also edit your summary here, but I will talk more about the Summary in another section.