

# The Skills Section of LinkedIn: An Unexpectedly Useful Portal to Achieve Results and Efficiency

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An outstanding research tool on LinkedIn. What a relief to have a tool to resolve dilemmas so easily.

## How to Use

Go to the Skills Section of your LinkedIn profile.

1. Click on a skill that represents a strength or a new direction for your career.
2. Or, add a skill with narrower meaning to be more specific. Note that searching on a skill that is broad may give you too much irrelevant information
3. Then, click on this skill to begin your search

## Search on Specific Skills to Answer Your Questions

**Next Job?** With 15+ filters to control your search on any skill, you can cover your area of interest as thoroughly as you'd like. See inset "15 Ways to Refine Searching..."

**Salary?** Get baseline information for salary requests and contract negotiations

**Who Else is in the Space?** See their titles and added headline descriptions

**Emerging Jobs?** The initial titles of new jobs will be fragmented until the job functions standardize. Search on associated skills to gain the insights you need

**Transitioning?** Transferable skills help, and you need more information, especially about hard skill requirements

### Basic Filters

Jobs  
People  
Groups  
People asked  
Posts  
Companies  
Products  
Events  
Courses  
More jobs

### Re-Entry After Gap?

Identify shifts in today's titles to learn of those that match your skills

**Job Availability?** If your search yields hundreds of results, try narrowing your search term

### People in Your Job

**Area?** Look for jobs closely related to the search skill



### 15 Ways to Refine Searching on Specific Skills in Jobs Sub-Filters

**Relevance.** Most relevant or most recent jobs

**Job posting date.** Any time, past month, week, or within 24 hours

**Experience level.** 6 levels— Entry through Executive

**Company.** Several companies. May add more

**Job type.** Full-time, part-time, or contract

**Remote.** On-site, hybrid, or remote

**Location.** Major cities

**Industry.** 12 industries listed, with option to add more

**Job function.** 11 listed plus option to add more

**Title.** 11 titles listed

**Toggle (Off-On).** Under 10 applicants

**Salary.** 9 levels—\$40,000+ to \$200,000+

**Benefits.** 10 benefits listed

**Commitments.** Life style, learning, and more

**Easy Apply.** Employers that accept your resume (pdf) file if you have uploaded and stored it on LinkedIn



**Want to Expand Your Connections?** Search on "Groups" to identify people to invite to connect with you

**Trend Following?** Use the filters "People asked" and "Posts" for clues about future changes

**Work-Life Requirements?** Search on several values and preferences listed

**Job Benefits?** Search on "Benefits" to find employers that will fund professional development or pay for maternity or paternity leave, as examples

## **Usage Across Career Planning, Resume Preparation, and Job Searching**

LinkedIn has gifted us with a tool that ranges over the beginning, middle, and ongoing management of careers.

