



How to update your experience on LinkedIn

Keeping your LinkedIn experience section up-to-date is crucial for showcasing your latest achievements, skills, and career progression. Whether you've taken on a new role, completed a project, or gained new skills, updating your experience ensures your profile accurately reflects your professional journey. Follow this step-by-step guide to learn how to update your experience on LinkedIn, along with some important dos and don'ts.

1. Log into Your LinkedIn Account:

- Open your web browser and go to LinkedIn.
- Log into your account with your email and password.

2. Go to Your Profile:

- Click on your profile picture or name in the top right corner to navigate to your LinkedIn profile.

3. Navigate to the Experience Section:

- Scroll down to the "Experience" section of your profile.

4. Add New Experience or Edit Existing Experience:

- To add a new position, click the "pencil" icon next to the "Experience" section.
- To edit an existing position, click the pencil icon next to the specific role you want to update.

5. Enter Your Experience Details:

- Title: Enter your job title or role.
- Company: Enter the name of the company or organization.
- Location: (Optional) Enter the location where you worked.
- Time Period: Select the start and end dates. If you are currently in this role, check the "I currently work here" box.
- Description: Add a description of your responsibilities, achievements, and any notable projects. Be concise and specific.

6. Save Your Changes:

- After entering or updating the information, click the "Save" button to save your changes.

Here are some dos and don'ts:

Dos:

- Do Be Specific: Clearly describe your roles and responsibilities. Use action verbs and quantify achievements when possible (e.g., "Honours student" or when you are in a working role "Increased sales by 10%)).
- Do Highlight Achievements: Focus on what you accomplished in each role, not just your duties.
- Do Use Keywords: Incorporate industry-specific keywords to improve your profile's visibility in searches.
- Do Keep It Updated: Regularly update your experience section with new roles, projects, and achievements.

Don'ts:

- Don't Exaggerate: Be honest about your responsibilities and achievements. Avoid inflating your experience.
- Don't Include Irrelevant Information: Focus on roles and experiences that are relevant to your career goals.
- Don't Use Jargon: Avoid using overly technical language or industry jargon that may not be understood by a broader audience.
- Don't Overlook Formatting: Ensure your entries are well-organized and free of spelling or grammatical errors.

Updating your experience on LinkedIn is essential for maintaining an accurate and compelling professional profile. By following these steps and adhering to the dos and don'ts, you can effectively showcase your career journey and make a positive impression on college admissions officers, recruiters, and future employers.

Take the time to update your experience section today and keep it current as you advance in your career.