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## How do i upload a resume on linkedin

Click or tap on a job title to view details. Click or tap the Easy Apply button. Note: If you see the Apply button instead of the Easy Apply button, you'll be routed to that company's website or job board to continue the application process. Complete the required fields. Under Resume (optional), select Upload resume to upload your resume. Note: If you aren't logged in to LinkedIn, then uploading a resume is mandatory. We recommend a file size less than 2MB and the file format must be either Microsoft Word or PDF. Click or tap Submit application when finished. If the listing says Apply instead of Easy Apply, you will have to apply on that employer's website instead of on LinkedIn. 3 Fill out any required fields. Each job application will be slightly different, so follow the on-screen instructions to fill out the required fields. 4 Click Upload resume under the "Resume (optional)" header. Note that if you're currently not logged in to LinkedIn, you will be required to upload a resume. Resumes must be in a .doc, .docx, or .pdf format. LinkedIn recommends that the file size of your resume is 2MB or less. 5 Click Submit application. Your resume will be sent along with your application to the employer.[1] Advertisement 1 Find a job listing you want to apply for. You can search for job listings by clicking the Jobs header, or by searching for a company directly and finding job listings on their page. 2 Click the Easy Apply button. If the listing says Apply instead of Easy Apply, you will have to apply on that employer's website instead of on LinkedIn. 3 Fill out any required fields. Each job application will be slightly different, so follow the on-screen instructions to fill out the required fields. 4 Choose a recently used resume under the "Resume" header. LinkedIn will store up to four of your recently uploaded resumes, and you can choose between these resumes when you apply for a job. 5 Click Submit application. To use this resume again, simply apply for another job and select it by repeating the steps above.[2] Advertisement 1 Go to your profile. You can do this by clicking your profile picture at the top of the screen. 2 Click Add profile section. This button is under your name and user picture. 3 Expand the Recommended section. It's the second section, between Core and Additional. 4 Click Add featured. It's the top option on the list. 5 Click the plus sign button. It's across from the Featured header on the page. 6 Upload your resume. According to career coach James Pak, uploading your resume as featured media to your account will put it near the top of your page so anyone viewing your LinkedIn profile can see it. Note that the resume uploaded to your profile cannot be used to apply for jobs. To use a resume that can be used in job applications, follow one of the above methods. Advertisement Ask a Question Advertisement Thanks Advertisement Reviewed by: Computer & Tech Specialist This article was reviewed by Luigi Oppido and by wikiHow staff writer, Hannah Dillon. Luigi Oppido is the Owner and Operator of Pleasure Point Computers in Santa Cruz, California. Luigi has over 25 years of experience in general computer repair, data recovery, virus removal, and upgrades. He is also the host of the Computer Man Show! broadcasted on KSQD covering central California for over two years. This article has been viewed 2,583 times. Co-authors: 4 Updated: December 23, 2024 Views: 2,583 Categories: Resume Preparation Print Send fan mail to authors Thanks to all authors for creating a page that has been read 2,583 times. In today's digital age, having your resume on LinkedIn is crucial. It enhances your visibility to recruiters and hiring managers, allowing you to showcase your skills, experience, and personality in a professional setting. A well-optimized resume on LinkedIn can be a game-changer in your job search, making it easier for potential employers to find and assess your qualifications.Tips for Optimizing Your Resume for LinkedInUse Keywords and Phrases Relevant to Your Industry and Job Target: Incorporate industry-specific keywords that align with the job roles you are targeting. This helps LinkedIn's search algorithm match your profile with relevant job postings and recruiter searches.Tailor Your Resume to Your Target Job: Customize your resume for each job application by highlighting your most relevant skills and achievements. This targeted approach can make your resume more appealing to specific employers.Use a Clear and Concise Format: Ensure your resume is easy to read by using a clean layout. Avoid clutter and focus on presenting the most important information clearly.Uploading Your Resume to LinkedInMethod 1: Uploading During the Job Application ProcessClick the "Easy Apply" button on the job posting.Complete the required fields and upload your resume in .doc, .docx, or .pdf format.Method 2: Adding a Resume to Your LinkedIn ProfileGo to your LinkedIn profile.Click on "Edit public profile & URL." and then "Add a resume."Upload your resume file and title it clearly.Method 3: Adding a Resume to a LinkedIn PostGo to your LinkedIn post.Click on the "+" icon at the select "Document."Upload your resume file and add a descriptive title.Managing Your Resume on LinkedInUpdating Your Resume in the Job Application SettingsGo to your Job Application Settings.Delete your existing resume.Upload a new version of your resume.Updating Your Resume in Your LinkedIn Featured SectionClick the pen icon on the right side of the featured section.Select "Edit" or "Delete."Upload a new version of your resume.Maximizing the Benefits of Your LinkedIn ResumeImproving Your Professional BrandA well-crafted resume can enhance your personal brand by creating a cohesive and professional online presence. Showcase your expertise and experience to increase your credibility and visibility in your field.Increasing Visibility for Recruiters and Hiring ManagersHaving your resume readily available on your LinkedIn profile gives viewers a comprehensive look at your professional experience. This makes it easier for recruiters and hiring managers to assess your qualifications.Leveraging LinkedIn Keywords and SEOLinkedIn uses SEO to help users and content get noticed. Including relevant keywords and phrases throughout your profile makes it easier for LinkedIn's algorithm to match your profile to relevant search queries.Best Practices for Your LinkedIn ResumeUsing a Clear and Concise FormatUse a clean and easy-to-read format to make your resume easy to scan. Avoid clutter and focus on the most important information.Tailoring Your Resume to Your Target JobCustomize your resume for each job you apply to. Highlight the skills and experience that match the job requirements.Avoiding Common MistakesAvoid typos and grammatical errors. Use action verbs and quantifiable results to describe your achievements.Recap of the Importance of Having a Resume on LinkedInHaving a resume on LinkedIn increases your visibility to recruiters and hiring managers, allowing you to showcase your skills, experience, and personality.Final Tips for Getting the Most Out of Your LinkedIn ResumeKeep your resume up-to-date and tailored to your target job.Use keywords and phrases relevant to your industry and job target.Focus on building a strong LinkedIn profile to increase your visibility and credibility.To further enhance your LinkedIn experience, consider using the HireQuotient AI Detector Tool. This tool helps you optimize your resume by analyzing its effectiveness and providing actionable insights, ensuring your LinkedIn resume stands out to recruiters and hiring managers. By integrating this tool, you can continuously improve your resume, making it a powerful asset in your job search strategy.Frequently Asked QuestionsWhat Are the Differences Between a Resume and a LinkedIn Profile?A resume is a document highlighting your skills and experience, while a LinkedIn profile is a comprehensive online presence that includes additional features like endorsements, recommendations, and posts.Can Recruiters See Your Resume on LinkedIn?If you upload your resume to your profile or as a LinkedIn post, it will be visible to the public. If you upload your resume during a job application, it will only be visible to the employer.Why Should You Consider Adding Your Resume to Your LinkedIn Profile?Adding your resume to your LinkedIn profile can increase your visibility to recruiters and hiring managers, allowing you to showcase your skills, experience, and personality. LinkedIn and 3rd parties use essential and non-essential cookies to provide, secure, analyze, and improve our Services, and to show you relevant ads (including professional and job ads) on and off LinkedIn. Learn more in our Cookie Policy.Select Accept to consent or Reject to decline non-essential cookies for this use. You can update your choices at any time in your settings. LinkedIn has become a popular platform for networking, job hunting, and professional branding. With millions of users, standing out can be a challenge, and one effective way to do this is by adding your resume to your profile. Why Add Your Resume to LinkedIn? Skills and Experience: A resume is a concise document that highlights your qualifications. Adding it to your LinkedIn profile provides an easy reference for potential employers. Visibility: Recruiters often search LinkedIn for candidates. Having your resume visible makes it easier for them to find you. Professionalism: A complete profile, including your resume, shows that you take your career seriously. Complement Your Profile: While your LinkedIn profile should contain detailed information about your work history and skills, a resume can present a polished summary that might attract more attention. Step 1: Update Your Resume Before you upload your resume, take some time to ensure it's up to date: Renew Your Information: Make sure all your details are accurate. Include your latest job, skills, and any new certifications or accomplishments. Use Clear Formatting: Keep your resume easy to read. Use headings, bullet points, and a clean font. This helps recruiters quickly scan your qualifications. Choose the Right Format: Save your resume as a PDF or a Word document. These formats are widely accepted and maintain your formatting. Step 2: Log Into Your LinkedIn Account Now that your resume is ready, it's time to log into LinkedIn: Open your web browser and go to LinkedIn.com. Enter your email and password, then click on Sign In. Step 3: Navigate to Your Profile Once you're logged in, go to your profile page: Click on your profile picture or the Me icon at the top of the LinkedIn homepage. Select View Profile from the dropdown menu. Step 4: Add Your Resume There are several ways to add your resume to your LinkedIn profile. Here are the most effective methods: Option 1: Add to the Featured Section Locate the Featured Section: Scroll down your profile until you find the Featured section. If it's not there, you can easily add it. Click on the Add Profile Section button, located toward the top right of your profile. Choose Recommended, then select Add Featured. In the Featured section, click on the + icon (Add). Select Media from the options presented. Click Upload and choose your resume file from your computer. After uploading, you can add a title and description to provide context about the resume. Save Changes: Click Save to complete the process. Your resume will now be visible to anyone who views your profile. Option 2: Add to the About Section Edit the About Section: Click the pencil icon in the About section to edit. Add a Link or Mention Your Resume: You can mention that your resume is available upon request or provide a link to an online version (like Google Drive or Dropbox). Make sure to write a brief description of what recruiters can expect to find in your resume. Save Your Changes: Once you're happy with the text, click Save. Option 3: Upload Your Resume When Applying for Jobs If you're actively applying for jobs through LinkedIn, you can also upload your resume during the application process: Find a Job Posting: Browse LinkedIn's job listings and select a job you want to apply for. Click on Easy Apply. If the job allows for Easy Apply, click that button. Upload Your Resume: You'll have the option to upload your resume as part of your application. Choose your file and proceed with the application. Step 5: Optimize Your LinkedIn Profile Adding your resume is just one part of building a strong LinkedIn presence. To maximize your impact, consider the following tips: Profile Photo: Use a professional headshot. Profiles with photos receive far more engagement than those without. Compelling Headline: Your headline should reflect your current role or what you're looking for. Instead of just stating your job title, try to include a bit of your expertise. Detailed Summary: In the About section, highlight your skills, experiences, and what you're looking for in your career. Skills and Endorsements: Add relevant skills to your profile. Encourage connections to endorse these skills, as it adds credibility. Recommendations: Ask former colleagues or supervisors for recommendations. Having positive testimonials can greatly enhance your profile. Step 6: Engage with Your Network Once your resume is added, it's a good idea to engage with your LinkedIn network: Post an Update: Let your connections know you're looking for new opportunities or that your resume is now available on your profile. Network Actively: Join relevant LinkedIn groups, participate in discussions, and connect with people in your industry. Bonus Tips for LinkedIn Success Privacy Settings: Review your privacy settings to control who can see your profile and activity. Make sure your profile is visible to recruiters. Mobile App: Consider downloading the LinkedIn mobile app to stay connected and manage your profile on the go. Stay Active: Regularly update your profile with new skills, experiences, and accomplishments. An active profile tends to attract more attention. Content Sharing: Share articles, insights, or updates in your industry. Common Mistakes to Avoid When adding your resume to LinkedIn, be mindful of these common pitfalls: Outdated Information: Always make sure your resume is current. An outdated resume can hurt your chances with potential employers. Poor Formatting: Avoid using overly complex formatting that may not transfer well when uploaded. Stick to simple fonts and layouts. Neglecting Your Profile: Adding your resume is just one step; ensure the rest of your profile is also complete and engaging. Need an optimized resume, a compelling cover letter, or a LinkedIn profile makeover? Contact me today to get started! Learn more about my career branding services here: LinkedIn and 3rd parties use essential and non-essential cookies to provide, secure, analyze and improve our Services, and to show you relevant ads (including professional and job ads) on and off LinkedIn. Learn more in our Cookie Policy.Select Accept to consent or Reject to decline non-essential cookies for this use. You can update your choices at any time in your settings. LinkedIn overall is a great app. I have found great people on there and connected with them to build my network. Also, the learning courses on the site are on par with sites like Coursera, Udemy, etc. I will say that it's very noticeable sometimes when they change up the algorithm and show me things I'm not interested in, or topics that are meant to spark a negative reaction, but that's social media for you. One of my biggest complaints is their job section. I've applied at over 1000+ jobs through there site, and the furthest I have ever made was "so and so viewed your resume/profile", or recruiters that ghost me, so I continue to stick with indeed on that matter. While LinkedIn is great for networking, I do feel putting a face with a name on LinkedIn can work against POC as I have been ghosted many times by recruiters or companies once they view my profile. For example, I talked via email with Company A, Company A LOVED my resume.....then I see someone who works from Company A view my profile.....I get a rejection email a few hours later. Not saying this to trash the app, only telling my experience, but overall, I still would recommend folks to get a LinkedIn page. Hi There, Thanks for taking the time to review the LinkedIn app, also thanks for the 5-star rating. We'll be sure to share your feedback with our product team. If there's anything you'd like to add to your feedback, please don't hesitate to email us at you@IR To upload your resume to LinkedIn securely and ensure it's ready for job applications, follow these steps:Go to your LinkedIn ProfileClick on the top right, then select Settings & Privacy from the dropdown menu.Navigate to Job Application SettingsIn the left-hand menu, click on Data Privacy, then scroll down and select Job application settings.You'll see an option to upload your resume under "Manage your resumes." Click Upload Resume and choose a file from your device. The accepted formats are DOC, DOCX, or PDF and the maximum file size is 5 MB.Linking your resume to your profile: LinkedIn will ask whether you'd like to save the resume for future job applications and if you'd like to make it visible to recruiters.How to Upload Your Resume from a Mobile DeviceUploading your resume via the LinkedIn mobile app is as quick and easy!Just follow these steps:Open the LinkedIn app on your phone.Tap your profile icon in the bottom right corner.Then tap the settings icon (⊙) in the top left.Scroll down to the "Data privacy" section and tap "Job application settings."Select "Resumes", then tap "Upload resume" and choose your file.Uploading your resume through LinkedIn's job application settings is a great way to make it accessible to recruiters, or to apply quickly when you see a job that interests you.But that's just one piece of the puzzle.You can boost your visibility by strategically adding your resume to your profile.Just make sure your LinkedIn is also well-optimized and clearly showcases your skills and accomplishments.Treating Your Profile Like a ResumeFirst and foremost, your LinkedIn profile should be fully optimized.These are four key areas you should focus on before uploading your resume to LinkedIn:1. Your Profile PhotoPeople connect more easily when they see a face, it adds a sense of trust and authenticity.Make sure your profile picture is up-to-date, high quality, and reflects how you want to be perceived professionally.Your LinkedIn headline is your elevator pitch, short, powerful, and designed to grab attention.It's one of the first sentences recruiters notice, so make it clear, specific, and value-driven.If you're unsure where to start, you can always use a free headline generator to get ideas and refine your message.3. Your BannerYour banner is valuable real estate.Use it to highlight your current goals; whether you're open to work, a recent graduate, or a specialist in a certain field.A well-designed banner can immediately catch attention and tell your story at a glance, often more effectively than a standalone resume.3. Your Experience & SkillsMake sure every part of your profile is up to date, especially your work experience, certifications, education, and skills.Since recruiters often check this section before sending a message or connection request.Also, don't forget to include the languages you speak and the technical tools you're proficient in.Think of this section as your chance to clearly demonstrate the value you bring — and to reinforce everything that's in your resume.4. Content & Activity (Bonus Tip)Finally, take advantage of LinkedIn's content feature.Share posts that highlight your expertise, career journey, or industry insights.This builds credibility, demonstrates your communication skills, and keeps your profile active, helping recruiters see you as someone engaged and valuable in your field.Another effective way to showcase your resume on LinkedIn is by adding it to the Featured section of your profile.This ensures that anyone who visits your profile, right after seeing your photo, headline, or banner, can access your resume within just a couple of clicks.Here's how to do it:Go to your LinkedIn profile and click on your profile photo or name to open your personal page.Click on "Add profile section."In the dropdown menu, go to "Recommended" and select "Add Featured."You'll then be given several options, choose whether you want to add:A link (for example, to your online portfolio or resume hosted on your website)A media file (such as a PDF or document version of your resume)A LinkedIn article you wrote or post you've already published on LinkedInIf you have a personal website or portfolio, it's best to add the link.Otherwise, upload your resume directly as a document so recruiters can view or download it with ease.This small update can make a big difference in giving recruiters instant access to what matters most.Linking your resume to your profile: LinkedIn supports DOC, DOCX, and PDF formats for resumes.These are the most compatible with applicant tracking systems (ATS) and easy for recruiters to open without formatting issues.Can I link to my resume instead of uploading it on LinkedIn?Yes! If you'd rather not upload your resume directly, you can add a link to it in the "Featured" section of your profile.This is especially useful if you host your resume on a personal website or use platforms like Google Drive (just make sure the link is public).How do I ensure my resume is visible to potential employers on LinkedIn?Make sure your privacy settings are aligned with your job search goals. If you're applying for jobs through LinkedIn, you can upload your resume in the "Job Application Settings." If you're adding it to your profile (via the Featured section), ensure your profile visibility is set to "public" or "all LinkedIn members." Are there any size limitations for uploading a resume on LinkedIn?Yes. The maximum file size LinkedIn allows is 5MB. If your resume is larger than that, trim it down by removing unnecessary graphics or reducing image resolution.How can I optimize my LinkedIn profile to attract recruiters?Think of your profile as your digital first impression. Here's what to focus on:Use a clear, professional profile photo.Write a compelling headline and summary that reflect your career goals.Keep your experience section updated, and keyword-rich.Add relevant skills, certifications, and languages.Engage with content or post insights to show thought leadership in your field.Bonus: Customize your banner to say you're "open to work" or highlight your niche expertise.How can I delete my resume on LinkedIn?To remove a resume:Go to Settings & Privacy -> Data Privacy -> Job Application Settings.Under "Manage your resumes," you'll see any files you've uploaded.Simply hit "Delete" next to the one you want to remove.If you added your resume in the "Featured" section of your profile, just go to your profile, click the pencil icon in that section, and remove the file or link.Is there a way to edit my resume after uploading it on LinkedIn?Not directly. Once uploaded, LinkedIn doesn't let you edit the file itself, you'll need to edit the original document on your computer, save the updated version, and upload it again to replace the old one. Hey folks! How are you all doing? I hope you enjoyed the previous blog where we talked about LinkedIn summaries, profiles, and many more aspects. I thought that you learned all these things. Now, let's step into one more important aspect of LinkedIn profile optimization which is uploading your resume and why it's important. In this guide, I will walk through when, where, and how to upload your resume on LinkedIn—so it works for you, not against you.Why adding your Resume to LinkedIn mattersYour resume on LinkedIn serves as your professional calling card in the digital world. When you upload your resume to LinkedIn, you're making it easier for recruiters to find you and understand your professional journey at a glance. This simple step can significantly enhance your job search success and professional visibility.Here are a few reasons why uploading your resume to LinkedIn matters:Step-by-step guide to upload your Resume on LinkedInMethod 1: Adding a Resume to your profile1. Click on your profile picture in the top navigation bar and select "View Profile."2. Scroll to the "Featured" Section on your profile. If you don't see it, you might need to add it by clicking the "Add profile section" button.3. If you see the "Set up your profile in minutes with a resume" option at the top of your screen, simply click the "Get started" button to upload your resume.4. You will see the interface, click on "Next".5. Upload your resume. Make sure your resume is either one of the formats- PDF, DOC, DOCX.4. If you don't see this option or prefer to build your profile manually, scroll down to the "Manual setup" section and click on "Recommended> Add featured".5. Click on the "+" icon in the Featured section.6. Select "Add media" from the options. Browse your computer to locate your resume file and select it.4. Give your resume a title (like "Updated Resume 2025") and add a brief description if you wish. This helps recruiters understand what they're looking at.5. Click "Save" to complete the process. Your resume will now be visible in the Featured section of your profile.Method 2: Upload during a job application (Easy Apply)Here, you can attach your resume only when applying for a specific job via LinkedIn's "Easy Apply" feature. It's not visible on your profile, but it's seen by the recruiter or employer receiving your application. Follow the steps below to upload your resume on LinkedIn:-1. Click on the "Jobs" icon in the top navigation bar.2. Search for jobs that interest you and click on a specific listing. If the job supports "LinkedIn's Easy Apply" feature, click on it.4. You'll see "Easy Apply". Click on it.5. Fill out the information required.6. Press "Next". Upload your resume and submit your application.Resume file formats and common upload issuesBefore you hit "upload," take a moment to prepare your file correctly. LinkedIn has a few basic requirements, and skipping them could lead to errors or a failed upload.Here's what to check:Accepted formats: PDF, DOC, or DOCXMax file size: 5 MBFile name: Keep it clean and professional—something like FirstName\_LastName\_Resume.pdf works bestAvoid special characters: Symbols like @, #, and & in the file name can cause issues during upload.Managing saved resumes in LinkedIn job applicationsIf you've used LinkedIn's Easy Apply feature, LinkedIn stores your previously uploaded resumes to make future applications easier. You can manage or replace these files in your account settings.1. Click on the Me icon (top right) and go to Settings & Privacy.2. Select Data Privacy from the sidebar.3. Click on Job Seeking Preferences > Job Application Settings.4. Under Resumes, you'll see a list of previously uploaded files.5. Click Delete next to any resume you want to remove, or upload a new one to replace it.Where does your Resume appear on LinkedIn?When you upload a resume to LinkedIn, its visibility depends on where you place it—whether it's in your profile or part of a job application. Let me clarify how public and private uploads work and who can view or download your resume.Public visibility: Resume in the Featured sectionIf you upload your resume to the Featured section of your LinkedIn profile, it will be publicly visible to anyone who can view your profile, including recruiters, potential employers, and colleagues, including people who are not connected to you.People who have access to your profile (and can view the Featured section) can download your resume directly from there.But there are some privacy concerns: If your resume contains sensitive information, like personal contact details or addresses, make sure to update your privacy settings or only upload a limited version.Private visibility: Resume for job applicationsWhen you upload your resume via LinkedIn's Easy Apply feature, it's only visible to the hiring team for the specific job you're applying to. Only the recruiter or hiring manager who receives your application will have access to your resume.They can download and review the resume. This upload method offers greater privacy, as your resume is not shown to anyone else on the platform and is removed once the application is submitted.Final thoughtsUploading your resume to LinkedIn is a crucial step in optimizing your professional online presence. It increases your professional visibility to potential employers and streamlines your job application process. By implementing best practices, you can leverage LinkedIn to advance your career goals.So, if have uploaded your resume yet now's the perfect time to take this important step toward enhancing your professional visibility. If you find this blog helpful, don't forget to check out the next guide for adding a profile summary on LinkedIn.FAQ'SCan I include my LinkedIn URL on my resume and vice versa?Absolutely! Add your LinkedIn URL to your resume, and in the description of your uploaded resume on LinkedIn, mention that you welcome connections and messages regarding opportunities. How often should I update my resume on LinkedIn?You should update your resume on LinkedIn every 3-6 months, or whenever you have significant career changes such as a new job, promotion, additional certifications, or newly acquired skills.Can recruiters download my resume from LinkedIn without my knowledge?Yes. If your resume is in the Featured section, anyone who can view your profile can download it without notification to you. If this concerns you, consider uploading a version without sensitive personal information.It's better to link to my resume or upload the file directly?Uploading the file directly to LinkedIn is generally better than linking to an external hosting site. Direct uploads ensure the document is immediately accessible to viewers.Can I upload a video resume to LinkedIn?Yes, LinkedIn allows you to upload video content to your featured section. A brief (60-90 second) video resume can complement your traditional resume and showcase your communication skills and personality. However, it shouldn't replace your standard resume document.