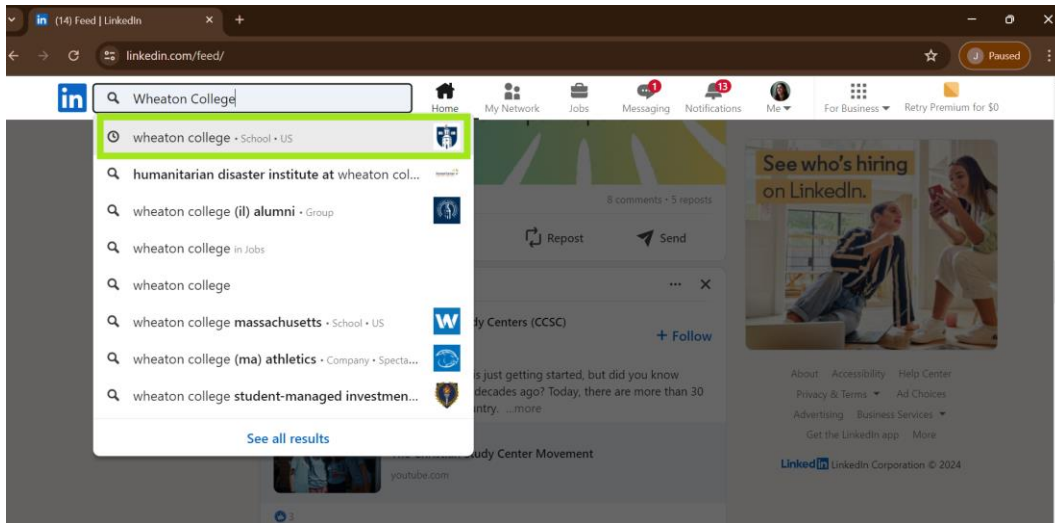
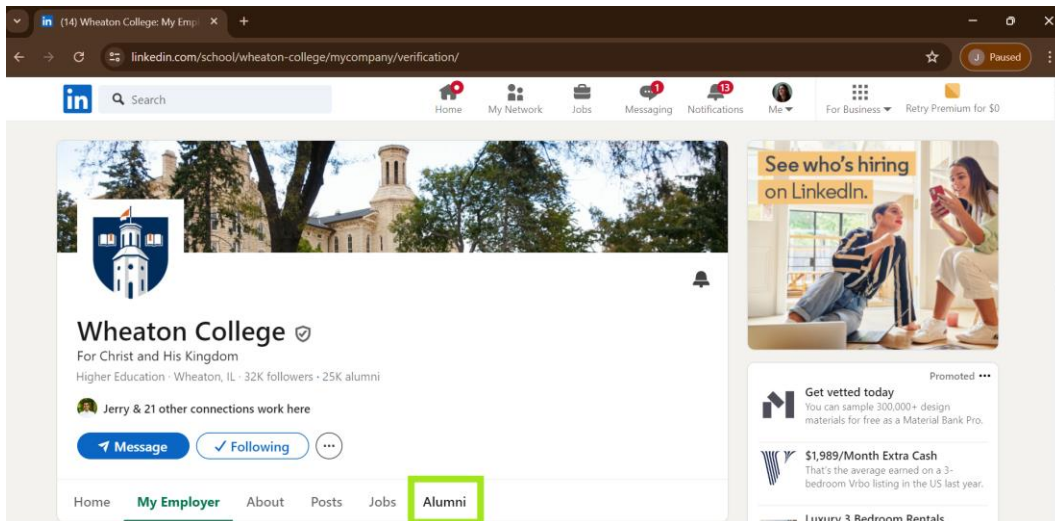


# How to use the LinkedIn Alumni Search Tool

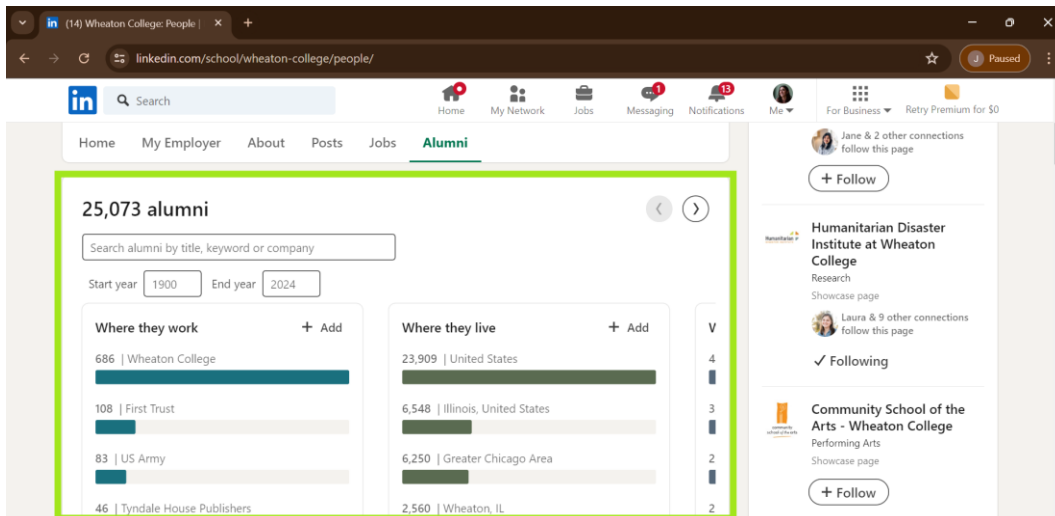
1. On LinkedIn, go to the Wheaton College page.

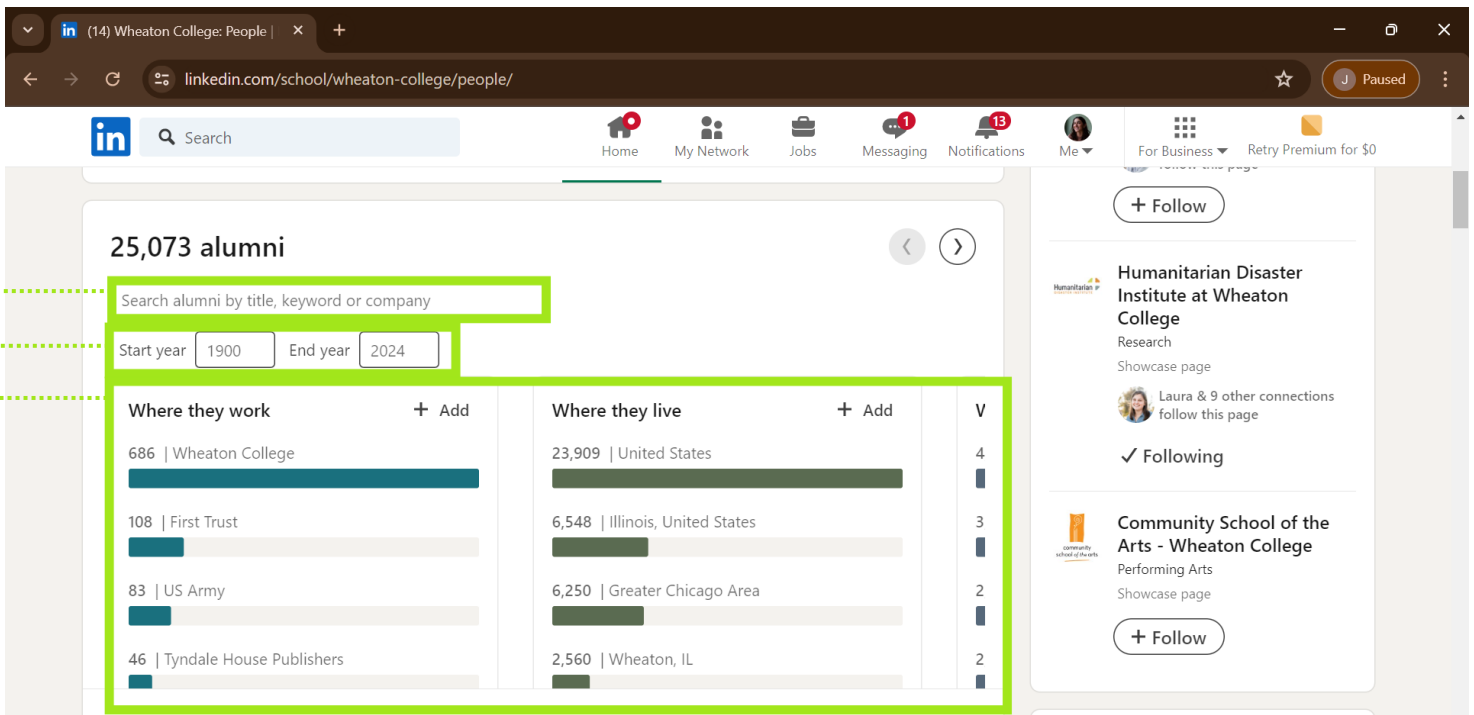


2. Click the Alumni tab.



3. This brings you to the Alumni Search Tool, with filters up top and results down below.





4. **Keyword search bar:** You can enter multiple keywords by using a list separated by commas.

- This searches someone’s entire profile, not only their current role.
- For example: If you enter “business, operations manager, Chicago” it will show results of profiles that have any one of these criteria.
  - *(The only way to search for profiles that include all the criteria in a list is by using the main LinkedIn search bar in the upper left corner, instead of the Alumni search.)*

5. **Start Year:** The earliest year, in your desired range, that someone was a first year student in their program.

**End Year:** The latest year, in your desired range, that someone was a first year student in their program.

- *For example, if you enter 2020 here, it will include people who graduated in 2024.*
- *(It’s a funky algorithm thing, but End Year doesn’t refer to their graduation year. Just try a range that sounds good and don’t think about it too hard.)*

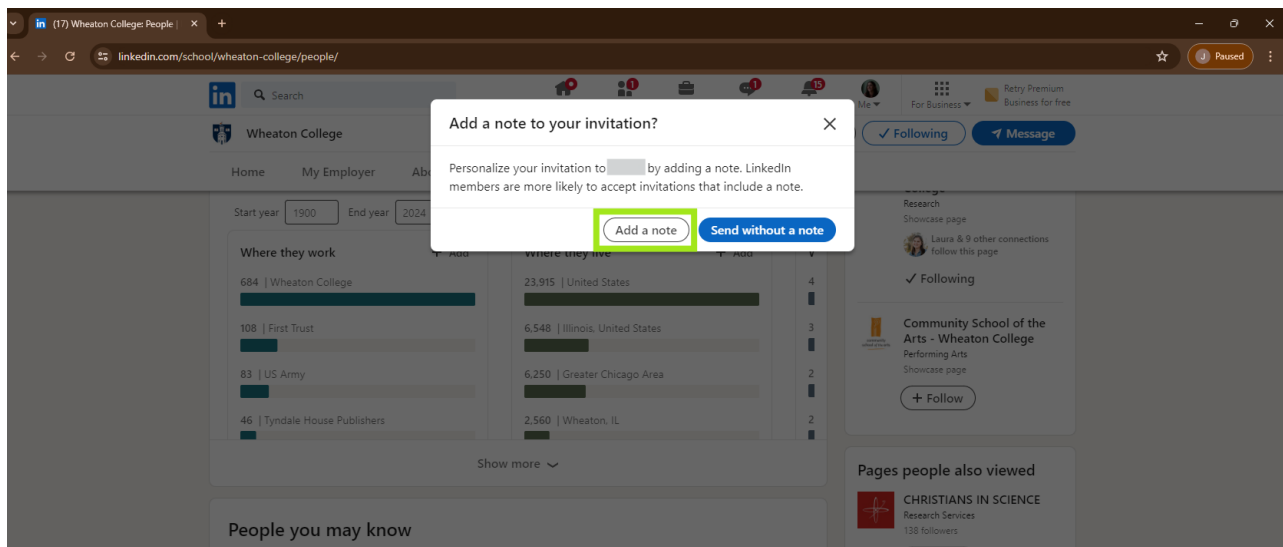
If you’re not sure where to start, try filtering to people who are somewhere between 2-10 years out from your graduation year.

6. **Filters:** You can select a combination of these, and it will be combined with your key word search filters too.

## 7. Scroll down to see results.

Two ways to use these:

- **Research** career paths, job titles, etc. to help expand your exploration and refine your interests.
  - *Consider making a list of things that spark your imagination as you read through profiles.*
- **Connect** with others to learn about their first-hand insight. Click Connect, add a note, and ask them to chat for 15-20 minutes, ideally in person or by video call, to hear about their experience.
  - *If this feels challenging, imagine how you would feel if someone reached out to you down the road like this – I would guess you'd be happy to help! Remember that people, especially Wheaton alumni, enjoy helping others and giving back.*
  - *If you don't get a response, feel free to follow up after a week up to three times, or offer to check back in later if it's a busy season for them.*
  - *Not everyone will respond or use LinkedIn regularly, but as you reach out to more and more people, you will start receiving responses and gaining momentum!*



*Questions or could use help?*

*Email **CVC@wheaton.edu** and one of our coaches would love to connect.*