

Creating a Profile

The following will assist you in building your Profile on LDSJobs.org.

The profile presents you to potential employers; it contains information that is searchable. You must achieve at least 90% completeness before your information can be displayed. You also have the option to withhold the display of your information at any point in time.

Much of the information is available in your Employment History or from your current Resume. You will be entering the following components:

Me in 30 Seconds – Your 30 second summary

It is a brief but compelling answer to the question “Why should I hire you?”

Power Statements - Accomplishments

Power statements highlight your strengths and show how you have achieved results.

Name and Preferred name

Email

Phone

Fax

Needs / Interests

Your target job titles in order of preference and compensation desired

Work Experience

Job title, company, dates and description of duties

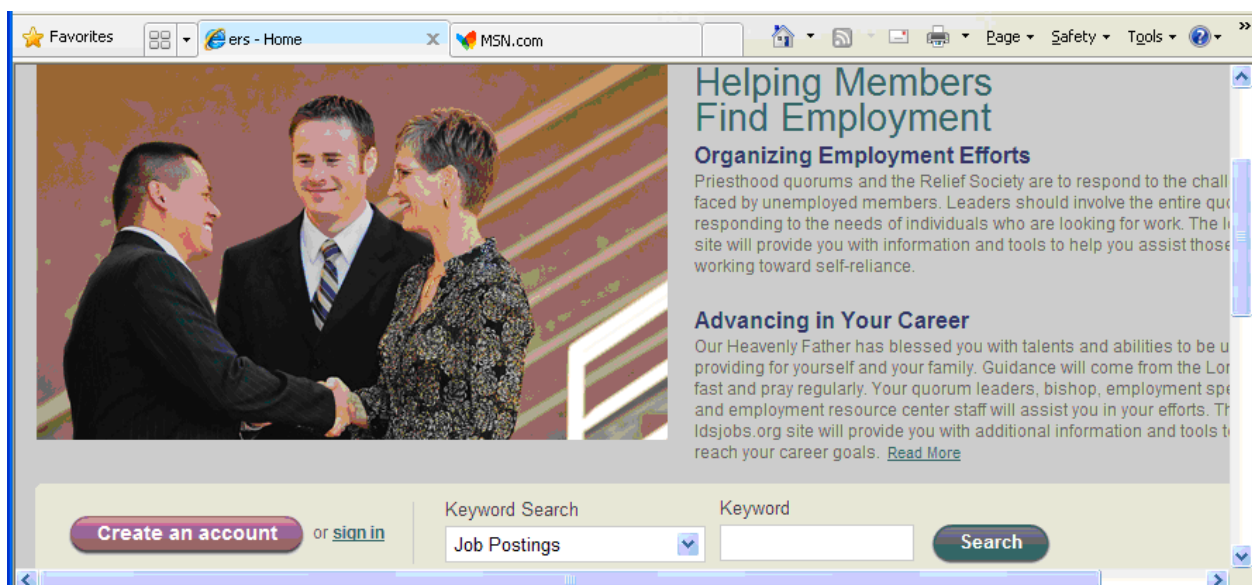
Education

Institution, field of study and degree or certificate awarded

Skills

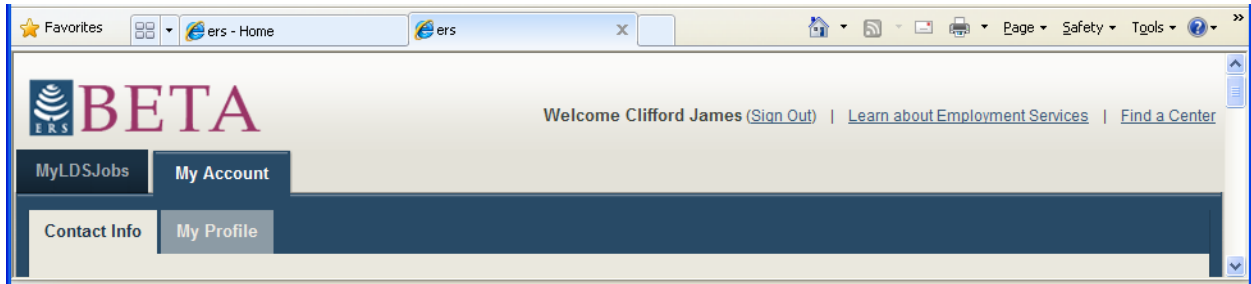
Specific abilities, attributes, qualifications and licenses

Access the internet with the address www.LDSJobs.org and select the ‘BETA’ option at the left by clicking [Experience the new beta](#) ... This will open the following page:

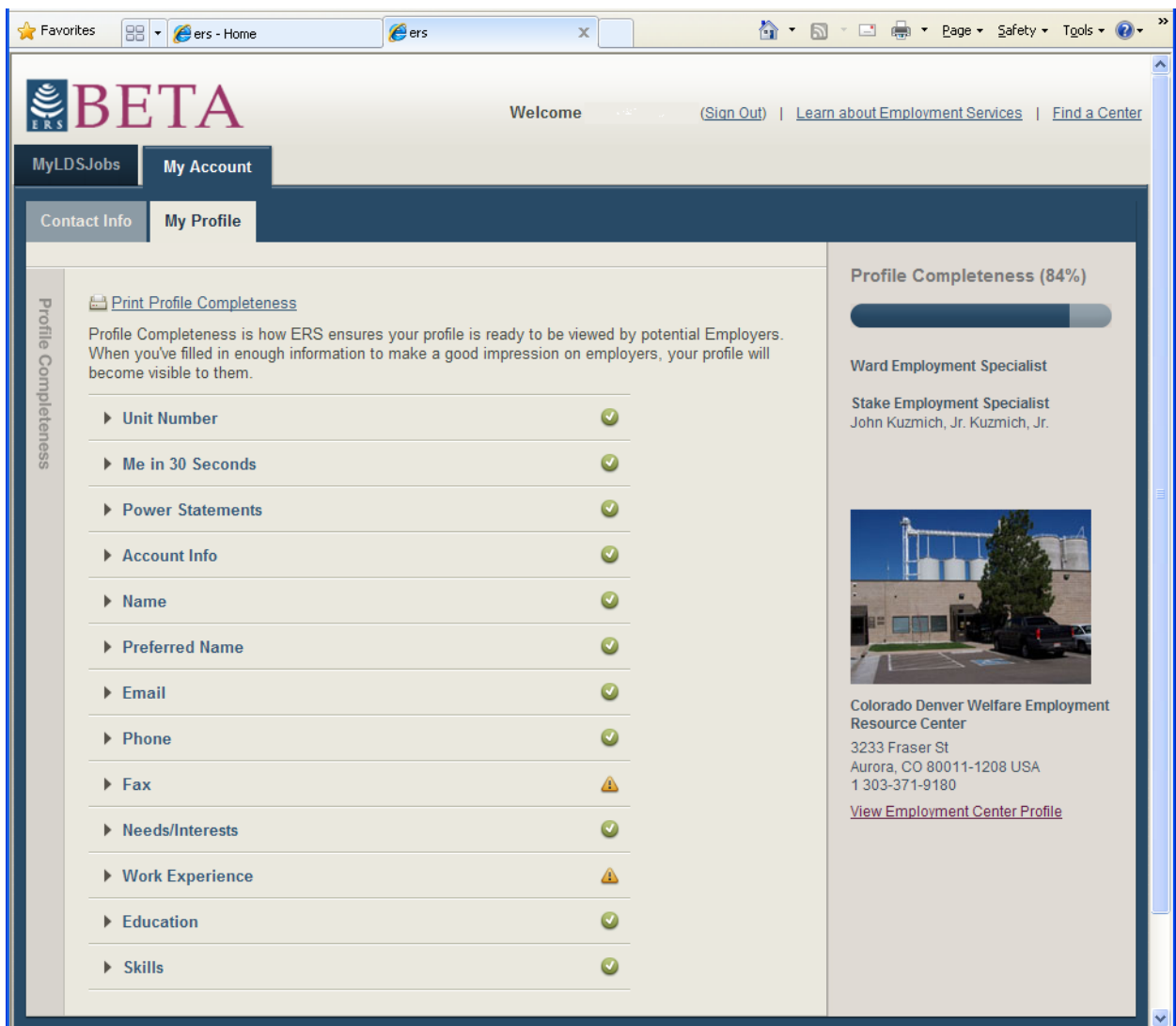
The screenshot shows a web browser window with the address bar displaying "MSN.com". The main content area features a large image of three people in professional attire. To the right of the image, there is a section titled "Helping Members Find Employment" with a sub-heading "Organizing Employment Efforts". Below this, there is a section titled "Advancing in Your Career". At the bottom of the page, there is a search bar with a dropdown menu set to "Job Postings" and a "Search" button. On the left side of the search bar, there are buttons for "Create an account" and "sign in".

On the left side of the page click on [sign in](#) and enter your User Name and Password.

When signed in, the home tab **MyLDSJobs** will be presented, to begin building your Profile, click on the adjacent **My Account** tab :



Then click on the **My Profile** tab, the checklist of Profile components will be shown. On the first entry most of the components will indicate the need for Editing with a yellow triangle around and exclamation point.



You can enter and edit the components in any order, a check mark in a green circle indicates your have satisfied the completeness requirement (though the component can usually be improved on subsequent readings). When you reach 90% you have the option to make your information available to employers who will be searching for qualified candidates.