

# LexisNexis® for Development Professionals

## How to Create an Executive List

### SEARCH 101

1. Click **Dossier** tab, then **Executive** tab, then select **Create an Executive List**
2. Enter the company name in search box and select **Create**
3. Click **Customize** to refine list of executives
4. Select executive, contact, company and profile criteria
5. Click **Update** to view results that can be downloaded into Microsoft® Excel

### QUICK TIPS

1. **Targeting**—pay close attention to customization criteria to ensure your list is highly targeted, such as name, job title, city, company type, number of employees and business description.
2. **Filtering**—If you are conducting prospect research in a specific geographic region, you can sort your executive list by state in Microsoft Excel.
3. **LinkedIn**—Executives with public-facing profiles will have a LinkedIn icon button next to their name for further biographical information.



Watch the video tutorial on YouTube:  
[bit.ly/CreateExecList](https://bit.ly/CreateExecList)

For further assistance with this type of search, contact **Academic Client Manager Ginger Cole** at [ginger.cole@lexisnexis.com](mailto:ginger.cole@lexisnexis.com) or **(937) 865-1259**.