

## LinkedIn Profile checklist

	Comments
<b>Is your profile complete?</b>	
<b>Do you have a recent, friendly, professional photo?</b>	
<b>Do you have a descriptive headline which clearly tells people what you do, using keywords (not just your job title)?</b>	
<b>Have you customized your URL with your name?</b>	
<b>Do you have an engaging Summary which tells people who you are and what matters to you with your stories?</b>	
<b>Does your Summary contain relevant keywords?</b>	
<b>Have you added media (video, infographic or Slide Share) to your profile?</b>	
<b>Have you highlighted jobs for the past 10-15 years?</b>	
<b>Have you added volunteer experience to show you are an active contributor?</b>	
<b>Have you added any accomplishments you want to highlight, including awards, publications, presentations, certifications, patents, and languages?</b>	
<b>Have you published any articles?</b>	
<b>Have you listed your Skills for endorsements?</b>	
<b>Have you put the most relevant skills at the top? Only the first three skills are shown unless “see more” is clicked.</b>	
<b>Have you shown your education?</b>	
<b>Have you included any professional certifications you’ve earned?</b>	
<b>Have you added a list of recent courses you’ve taken?</b>	
<b>Do you have recommendations, preferably one from each of your last 3 jobs?</b>	
<b>Have you set your privacy settings so people can see your full name, complete profile and activity feed?</b>	
<b>Have you proofread your profile to eliminate grammar and spelling errors?</b>	
<b>Does your LinkedIn profile complement — not replicate — your résumé?</b>	