



LinkedIn Profiles

Maximize your Profile Checklist

The Necessary Basics

- 1. Upload a Photo** – Wear a nice shirt where your face (and smile) are clearly seen.
- 2. Headline** – Identify your key role, skills, and/or areas of expertise.
- 3. Summary** – Describe your background and skills set succinctly.
- 4. Experience** – List your roles, organizations, dates, and summarize your experience.
- 5. Education/Licenses & Certifications** – List your degrees, licenses, and certifications. Dates are optional.
- 6. Skills** – Add at least 5 and the max is 50.
- 7. Other** – fill out additional sections as needed.
 - a. Volunteer Experience
 - b. Organizations
 - c. Honors & Awards
 - d. Languages
 - e. Publications
 - f. Patents
 - g. Courses
 - h. Projects

Upgrade Your Profile

- 1. Update your URL** – “Edit public profile & URL” for a polished and professional URL.
- 2. Open to Job Opportunities** – Add the job roles and locations you are interested in.
- 3. Settings & Privacy** – Ensure that you can be found online.
- 4. Recommendations** – Request recommendations from former colleagues.
- 5. Background Photo** – Add a photo that mirrors your industry. [Unsplash.com](https://unsplash.com) has free photos available for download.