LinkedIn Profile Checklist

Prepare your LinkedIn job search with this LinkedIn checklist.

HEADLINE

- ☐ Does your **headline** reflect the role you are interested in or can be hired for with keywords | Industry/Area of expertise | Unique value?
  - **For example:** Backend Developer passionate about helping technology companies grow.
  - Frontend Developer and Project Manager who loves to lead and organize.
  - Software Developer with a passion for delivering on your project's vision.

CONTACT INFORMATION

- ☐ Did you update your **URL** and personalize it? (www.linkedin.com/in/yourname).
- ☐ Did you fill out your best **contact information** so people can reach you?
- ☐ Have you added the **"open to work"** banner to indicate that you're open to new opportunities? This helps recruiters and hiring managers know you are looking for a role.

ABOUT

- ☐ Does your **summary** demonstrate your passion for working in the target industry? Is it easy to skim? Adding spaces between paragraphs makes it easier to read.
- ☐ Have you added a **call to action** at the end of your about, inviting your readers to connect and w**hy?**

ROLE HISTORY

- ☐ Did you fill out the **experience section**, letting recruiters know at a glance your achievements and adding a metric if possible? **Read more about this** here.

EDUCATION

- ☐ Did you fill out the **education section**? Including your Turing certificate.

ENDORSEMENTS

- ☐ **Do you have relevant industry-specific skills** with the most important as the top 3?
- ☐ Do you have top **skills endorsed?** Endorse other people's skills, especially for skills you have on your profile. This section can be reordered. Find out how to reorder your skills here.

RECOMMENDATIONS

☐ Have you received at least one **recommendation**? Return the favor and write one for them.

☐ Review your professional contact list (former coworkers, classmates, neighbors and connect with them on LinkedIn.

Nice to haves:

Featured section: Pin a project, blog post, or other media of what you want to share with your network.

Certifications and courses: Listing relevant credentials doesn't hurt.

Honors, Awards, publications: Share what's important to you and why. Using visuals of linked documents, videos, or articles.

Interests: A great way to expand your network is to join Groups: Join college alumni groups, professional associations, industry industry-related groups and engage with like-minded professionals.

Projects and accomplishments: highlight Turing and other professional Projects

Volunteer work: Provide details about your involvement in causes you care about and support.

Have you looked at your profile on **a mobile device**? Does your cover image work on a mobile?