

LinkedIn Profile Checklist

1. Professional headshot, smiling and clear. You don't always need to be face on, be memorable



2. Write an attention-grabbing headline and compelling summary. Explain what it is you do with passion and show your value.
3. Top 10 **overused** buzzwords: motivated, enthusiastic, passionate, driven, track record, creative, extensive experience, responsible, communication skills, ambition.
4. Customise your LinkedIn Profile URL ie [linkedin.com/in/melanieboylan](https://www.linkedin.com/in/melanieboylan)
5. Add examples of your work in photos, presentations and videos.
6. Complete the contact details area
7. Add skills and get endorsed for them and ask for recommendations
8. Include volunteer and experiences and causes (really raises your profile views)
9. Translate your LinkedIn profile