# LinkedIn Profile Checklist

Ensure your LinkedIn profile is fully optimised to attract attention, showcase your expertise, and connect you with opportunities.

# Profile Photo

### **Professional Headshot**

Use a high-quality, professional headshot with a clear background.

### Tip

Ensure your face takes up about 60% of the frame and you're dressed appropriately for your industry.



# 2 Headline

# **Keyword-Rich Statement**

Craft a compelling headline that includes keywords relevant to your industry and role.

# **Format Example**

"Digital Marketing Specialist | SEO Expert | Content Strategist"

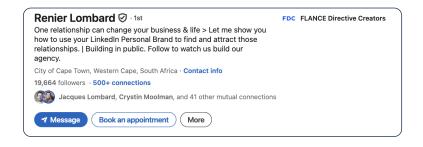
# 3 Summary

### **Engaging Summary**

Write a summary that highlights your key skills, achievements, and career goals. Keep it conversational and focused on what you bring to the table.

### **Call to Action**

Include a call to action, inviting people to connect or learn more about your work.



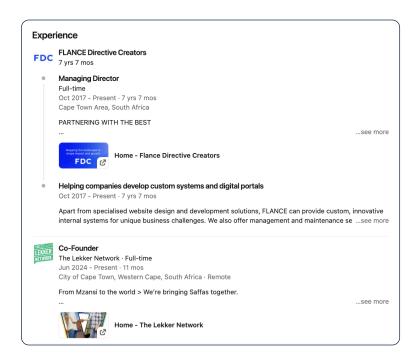
# 4 Experience

## **Detailed Descriptions**

List all relevant job roles with detailed descriptions of your responsibilities and achievements.

# **Quantify Results**

Wherever possible, include numbers to demonstrate your impact (e.g., "Increased sales by 20% in the first quarter").



# 5 Education

# **Complete Information**

Ensure all educational qualifications are listed, including degrees, certifications, and relevant courses.

### **Achievements**

Highlight any notable achievements or honours received during your education.



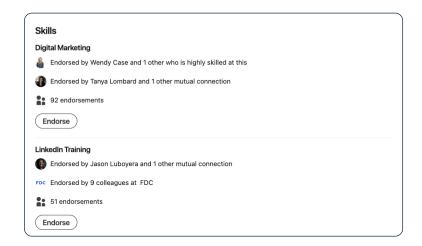
# 6 Skills & Endorsements

### **Relevant Skills**

List skills that are relevant to your current role and industry.

### **Endorsements**

Request endorsements from colleagues or clients for key skills.



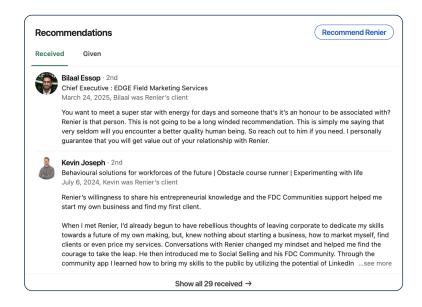
# 7 Recommendations

### **Collect Recommendations**

Request at least two recommendations from past employers, clients, or colleagues.

### Tip

Personalise your request when asking for a recommendation, explaining what you'd like them to focus on.



# 8 Custom URL

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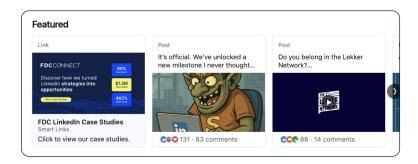
# 9 Media and Featured Content

### **Add Multimedia**

Include videos, presentations, articles, or links to your work in the "Featured" section.

# Tip

Use this space to showcase your best work or highlight significant achievements.



# 10 Accomplishments

### **Add Certifications and Awards**

List any relevant certifications, awards, or projects that demonstrate your expertise.

### **Publications**

If you have written articles, books, or papers, include them in this section.



# 11 Groups and Followed Hashtags

### **Join Relevant Groups**

Participate in LinkedIn Groups related to your industry to expand your network and engage in discussions.

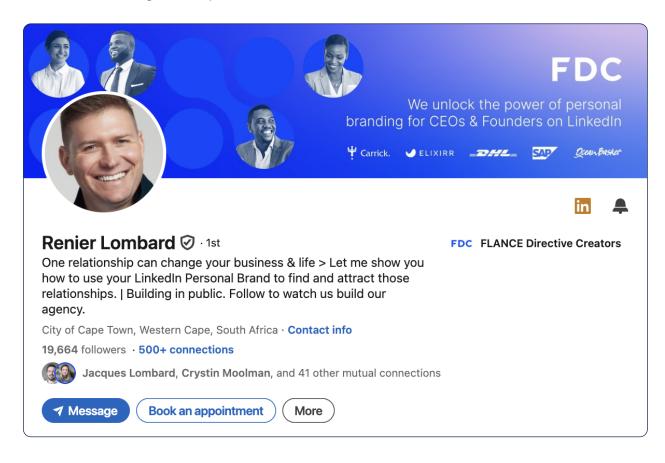
### **Follow Hashtags**

Follow industry-related hashtags to stay informed and increase your visibility on relevant topics.

# 12 Profile Completeness

### 100% Complete

Aim to have all sections of your LinkedIn profile filled out and regularly updated to maintain a strong online presence.



# Reach out for more information

For more information email hello@flance.co.za