

LINKEDIN CHECKLIST

Set up and manage your LinkedIn account with ease.

- Do you have an engaging and professional Photo? (200px x 200px)
- Do you have an appealing and professional headline?
- Do you have your location and industry listed in your headline?
- Have you claimed your custom LinkedIn URL?
- Do you have your contact info filled out? (Website, Phone#, Email, Social Media Links)
- Do you have your Summary Section filled out with plenty of keywords?
- Have you added a video to your Summary Section? (Click add link, insert YouTube Link)
- Do you have your positions filled out with keywords?
- Do you have your Skills and Expertise section optimized with the skills you want to be known for?
- Do you have the appropriate education listed with any studies listed and keywords added?
- Do you have Keywords in your interest section?
- Have you joined appropriate groups that are listed on your profile?
- Are you connecting with new people on a regular basis?
- Are you updating your posts on a daily basis with valuable content?
- Have you created a Company Page?