LinkedIn checklist

Purpose: To be found by Recruiters

- [ ] Upload a professional looking headshot
- [ ] Write a Standout Headline and Summary
- [ ] Add 'Open to Work' Settings (selecting public or just to recruiters)
- [ ] Update your profile: About section and professional experience
- [ ] Update your skills section
- [ ] Request Recommendations from people you have worked with/for

Things to remember

- [ ] Profiles with a photo are 14x more likely to get noticed. Use a clear, friendly headshot against a plain background.
- [ ] Your headline should reflect the role you're targeting (avoid niche job titles)
- [ ] If you make your profile 'open to work' just for recruiters - your current employer won't see this
- [ ] Don't copy and paste your CV onto your profile, or share any commercially sensititve info
- [ ] Highlight key accomplishments and relevant up-to-date skills
- [ ] Recommendations build trust and credibility, not only ask for them, but give them too.

Good luck