

# LinkedIn personal profile checklist

#	PROFILE ITEM	STATUS
1	<b>Profile picture</b> (use a professional profile picture in high resolution)	
2	<b>Background picture</b> (avoid too much text in the picture)	
3	<b>Name</b> (only put your name in the "name" fields - no titles, slogans etc.)	
4	<b>Professional headline</b> (max. 220 characters, avoid phone numbers etc.)	
5	<b>About section</b> (up to 2,600 characters, remember to include 3-6 hashtags)	
6	<b>Featured</b> (add videos, images, PDFs etc. to your Featured section)	
7	<b>Public profile URL</b> (your public LinkedIn profile web address)	
8	<b>Websites</b> (choose "Other" so you can add a "Call To Action" text)	
9	<b>Phone number</b> (the phone number you want people to contact you on)	
10	<b>Address</b> (we recommend that you use your office address)	
11	<b>E-mail</b> (we recommend that you use your professional e-mail address)	
12	<b>Twitter handle</b>	
13	<b>Chat handle</b>	
14	<b>Experience</b> (describe your two previous positions as a minimum)	
15	<b>Medias</b> (add videos, images, PDFs etc. to your experience section)	
16	<b>Education</b>	
17	<b>Licenses &amp; Certifications</b>	
18	<b>Skills &amp; Endorsements</b>	
19	<b>Recommendations</b>	
20	<b>Accomplishments</b> (languages, publications, patents, courses, projects etc.)	
21	<b>Settings &amp; Privacy</b> (check your privacy settings)	
22	<b>Profile language version</b> (for alternative language versions of your profile)	
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