

A GOOD HEADSHOT

Make sure your headshot is professional, clear, and appropriate to your field of work.

This is your **digital first impression**



WRITE A SUMMARY

Use your summary to **introduce yourself**. Talk yourself up in a professional way. Don't forget to include **keywords** that future employers might be looking for.



YOUR **LinkedIn** CHECKLIST

HAVE GOOD CONNECTIONS

Too many connections can be bad. Make sure all connections **benefit** your career.

BE CLEAR & CONCISE

Your profile should be a **concise** version of your resume.

LIST YOUR SKILLS

List your skills to help give yourself a good impression and **set yourself apart**.

BE ACTIVE

Share articles, join groups and keep your profile up to date.