

GREAT RESUMES FAST



# LINKEDIN PROFILE CHECKLIST

GET 17X MORE PROFILE VIEWS & 40X MORE CONTACT BY  
HIRING MANAGERS AND RECRUITERS



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# LINKEDIN PROFILE checklist

Profiles that are complete receive 40 times more contacts from prospective hiring managers and recruiters than incomplete profiles.  
To reach 100% completeness do the following:

- Include your industry and location.
- Add a current position with description.
- Include two previous positions with descriptions.
- Add your education. Note: you do not have to include dates.
- List 3-5 skills to reach complete. Plus, it increases contact from recruiters 17x.
- A professional profile photo. We recommend no one else in the picture.
- Make at least 50 connections. Start sending connections requests.
- Bonus tip: customize your LinkedIn profile URL with your name.
- Bonus tip: proofread your profile carefully!
- Bonus tip: keep your profile updated and post weekly to increase visibility.

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# Connections List

We've added a FREE BONUS connections list to help you come up with your first 50 connections.

## COLLEGE ALUMNI

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## CURRENT COLLEAGUES

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## PAST LEADERS/SUPERVISORS

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## CLIENTS/CUSTOMERS

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## PAST COLLEAGUES

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