



5 Simple Steps To Complete Your [LinkedIn Profile](#)

Step 1 - [Headline](#)

- ✓ Add a high quality profile photo (ideally with a plain background)
- ✓ Add a banner photo that relates to your industry/job or one that represents you
- ✓ Your Details:
 - Full Name
 - Add your pronouns if you want
 - Job Title – you could also add the value you provide
 - Location

Step 2 – [About](#)

- ✓ Add your story - explain your background and the value you bring. Make sure it's clear and concise. Try to speak to the reader in order to reflect your personality.

The first couple of lines is what the reader will initially see so you want to grab their attention. So tell them who you are, what you do, how many years' experience you have and what you specialise in.

Create a pitch that will make the reader want to learn more about you.

Section 3 – Experience

- ✓ List the roles/companies you have/are working for**
- ✓ Ensure the company is tagged properly**
- ✓ Give an overview of each role**
- ✓ Detail how you added value. You could highlight your key achievements to show your value. Or if you had 2 minutes to tell an interviewer about your job, what would you tell them?**

Think about the results and the verbs and keywords you use.

Station 4 – Education

- ✓ Add your most recent and/or relevant education.**

Section 5 - Skills

- ✓ Add a minimum of 5 skills – make sure these are relevant to the job you are doing or want. Review these periodically to ensure they are up to date.**

Other Sections:

Licences & Certificates, Volunteering, Courses, Projects and Language. These sections are beneficial to use if you can, as they provide evidence about who you are.