

LinkedIn Profile Improvement Checklist

Make your direction, contribution, and sample work easier to understand.

Headline and About

- ☐ State a recognizable professional direction.
- ☐ Use terms you can substantiate.
- ☐ Explain the problems you work on and the value you contribute.
- ☐ Include a brief example with honest scope.
- ☐ Remove unsupported rankings, credentials and promises.

Fictional headline before: Results driven professional. After: Operations coordinator focused on project handoffs and service processes.

Experience and skills

- ☐ Check titles, employers and dates for accuracy.
- ☐ Describe your contribution separately from the team's result.
- ☐ Include evidence of impact with context and measurement limits.
- ☐ Select skills you can explain through work examples.
- ☐ Remove confidential employer information.

Fictional before: Responsible for projects. After: Maintained a cross-team dependency register for a facilities move and surfaced unresolved tasks at weekly reviews.

Contact and sample work

- ☐ Review what contact information you want to share.
- ☐ Choose a sample you own or have permission to show.
- ☐ Explain the problem, your contribution and the result.
- ☐ Check that the sample link opens and has appropriate access.
- ☐ Ask a trusted reader what direction they understand from your profile.

This content checklist does not depend on a particular interface. It makes no promise about exposure, recruiter discovery or automated screening.

Fictional About excerpt and your draft

Fictional example: I coordinate operational projects where several teams need clear handoffs. During a facilities move, I maintained a shared dependency register and helped owners clarify next steps. I am interested in service operations roles with cross-team coordination.

Your direction: []

Your evidence: []

Your preferred audience: []

Your sample work and permission: []

Your next revision: []

Use the resource: <https://mytopmatch.com/free-career-tools/linkedin-profile-checklist>

Additional guidance: Ivy League Coaching