LEVEL UP WITH LINKEDIN

CHECKLIST

Level Up With LinkedIn Checklist

The Level Up With LinkedIn Checklist is designed for you to have a quick guide on completing your LinkedIn profile.

I look forward to following your success.

Michelle Ngome

Level Up With LinkedIn Checklist

☐ Professional Headshot
□ Optimized Tagline
☐ Detailed Summary:
□ What I do?
☐ Who I work with/What am I looking
for?
☐ Accomplishments:
□ Contact Information
□ Add Media: videos, pdf, etc
☐ Contact Information:
☐ Website
□ Phone
□ Email
☐ Twitter
□ Experience
□ Education

☐ List Skills and Endorsements:
☐ I want to be endorsed
☐ Include me in endorsement
suggestions to my connections
☐ Show me suggestions to endorse my
connections
☐ Ask for Recommendations
☐ Accomplishments:
Publication
□ Certification
□ Patent
□ Course
□ Project
☐ Honors and Awards
☐ Test Score
□ Language
□ Organizations
□ Interests

□ Dashboard	
☐ Career Advice: off or on	
☐ Career Interest: off or on	
☐ Claim Vanity Url	
☐ Make Profile Public (Visible)	

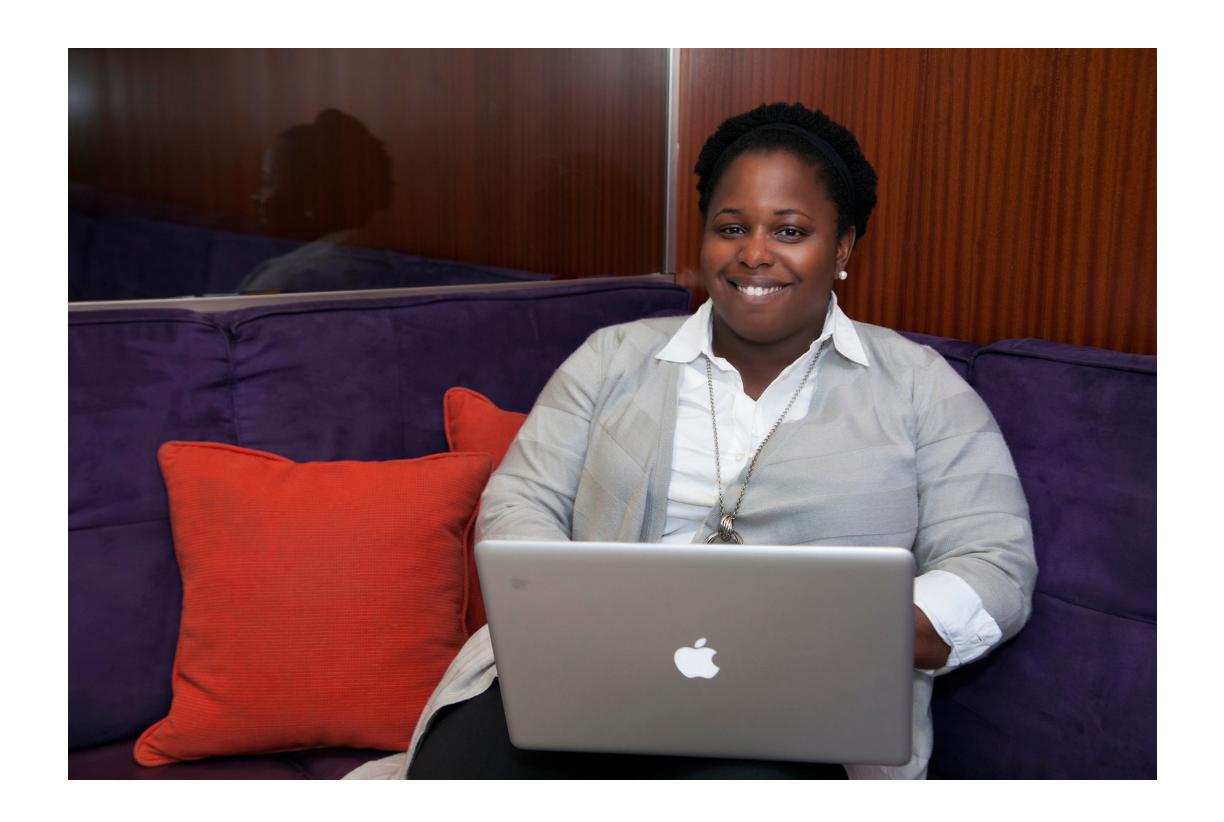
Notes:

- *Sections can be rearranged to your preference as well as the option to be hidden.
- *Add media
- *There is an option to have your profile translated in other languages.
- *Don't forget to review your privacy settings.

About Michelle

Michelle is also the Founder & CEO of Line 25 Consulting, a marketing firm that focuses on content and social media marketing. She authored the highly acclaimed book, Network, Navigate & Nurture: The Equation to Strategic Networking and Success Undefined: Reject Your Fears & Frame Your Success. She hosts a weekly podcast called Networking with Michelle, the go to podcast for African American Millennials discussing life strategies with a bit of entrepreneurial advice. She has been featured in Inc, American Express, Fox News, Voyage Houston, Moneyish and a lot more. Michelle has spoken to AIG, eWomen's Network, Urban League, PeopleFund, and a lot more.

Contact Michelle



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