

How To Create The Ultimate LinkedIn Profile

To Make Your Profile Public:

- ✓ Tap your profile picture.
- \blacksquare Settings > Visibility > Edit your public profile.
- From the Edit Visibility section, toggle your profile's public visibility to "On". Use the toggle to show all profile sections you'd like to display on your public profile

Account preferences	Visibility of your profile & network Make your profile and contact info only visible to those you choose	
Sign in & security	Profile viewing options	Change
Visibility	Choose whether you're visible or viewing in private mode	Private mod
Visibility of your profile &	Story viewing options	Change
network	Choose whether you're visible or viewing in private mode	
Visibility of your LinkedIn activity	Edit your public profile	Charge
Communications	Choose how your profile appears to non-logged in members via search	
	Who can see or download your email address	Change
Data privacy	Choose who can see your email address on your profile and in approved apps or download it in their data export	
Advertising data	Who can see your connections	Change
Have guestions?	Choose who can see your list of connections	Connection
Visit Help Center E		

When Adding Employment Information:

- Add your specific job title.
- Always link your job to your employer company page on LinkedIn.
- Add a description to each work experience to better illustrate the responsibilities and accomplishments that came with your position.
- ✓ Use keywords in your description.

Intro	`
About	
Featured	`
Background	-
Work experience	
Education	
Licenses & certifications	
Volunteer experience	
Skills	
Accomplishments	
Additional information	



When Adding Education:

- ☑ Don't be afraid to look up your major. Take the extra time to research and ensure you are adding something legitimate as your major / degree.
- Remember to never add your education information to the employment section.
- Always connect with the official school page. This will allow your school network to interact with your profile.
- Enter any extracurricular activities you participated in while attending school. Think of any volunteering, mentoring, or board positions that you hold.

-	Add profile section	•
	Intro	~
	About	~
	Featured	\sim
	Background	
	Work experience	
	Education	
	Licenses & certifications	
	Volunteer experience	
	Skills	~
	Accomplishments	\sim
	Additional information	~
	Supported languages	\sim

When Adding Accomplishments:

- ✓ Organization: If you have been a part of any non-profit organizations, be sure to include organization name, position held, and a brief description of your role.
- ✓ **Volunteering Experience:** Even if your volunteer experience does not directly relate to your profession, be sure to include it.
- Certification: Add any certificates you have earned that have been relevant to your professional formation.
- Course: Add any special courses you have taken that are relevant to your current position or industry.
- Awards: Showcase honors and awards you have achieved.
- **Language:** Include both language and proficiency level.
- Project: Showcase the work you have done for your clients and/or employer.
- ✓ Publication: If you have ever published a book or article, be sure to add title, publisher name, date, URL and description.