

CV + LinkedIn Sync Checklist

1. Match Your Job Titles

Ensure that your job titles on LinkedIn match those on your CV. Recruiters notice mismatches.

2. Sync Your Work History

Dates, companies, and positions should align across both platforms. Inconsistencies can cause doubt.

3. Quantify Your Impact

Use numbers where possible. Think: how many? how often? how fast? how much?

4. Align Your Summary

Make sure your LinkedIn About section complements (not copies) your CV summary. Speak in a confident, human voice.

5. Use a Professional Photo

Your LinkedIn profile photo should be recent, professional, and approachable. First impressions count.

6. Add Keywords from Your CV

Mirror the job-specific keywords used in your CV throughout your LinkedIn profile to boost search visibility.

7. Highlight Achievements, Not Just Duties

Focus on accomplishments. Instead of 'responsible for customer support,' write 'resolved 50+ tickets/day with 95% satisfaction.'

8. Make Your Headline Count

Your LinkedIn headline should do more than state your job title. Show your value proposition in one line.