

# LinkedIn Profile & Networking Checklist

*Career readiness • Reentry support • Sustainable connection*

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## PART 1: PROFILE SETUP & COMPLETION

*(Complete once, then update quarterly)*

### Profile Basics

- Profile photo uploaded (clear, friendly, professional)
- Custom LinkedIn URL created
- Location + industry filled out
- Pronouns added (optional)

### Headline

- Headline written beyond job title (skills + direction)
- Uses clear, honest language (no exaggeration)
- Reflects current focus or career goal

Example structure:

**Role / Skill Area | Strength | Direction**

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### About Section

- About section completed (not blank)
  - Written in first person
  - Mentions strengths, values, and goals
  - No oversharing of trauma or legal history
  - Ends with what you're open to (learning, work, connection)
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### Experience

- At least 1 experience listed (paid or unpaid)
- Volunteer, program, or training experience included if relevant

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- Bullet points describe *skills*, not just duties
  - Gaps handled honestly (no need to explain everything)
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## Skills & Education

- Minimum of 5 skills added
  - Skills align with career interests
  - Education or certifications listed (formal or informal)
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## PART 2: PROFILE POLISH & VISIBILITY

*(Weekly or monthly maintenance)*

- Profile reviewed for spelling + clarity
  - Banner image added or updated
  - Recent experience or goal reflected
  - “Open to Work” turned on (if applicable)
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## PART 3: NETWORKING ROUTINE

*(Consistency over pressure)*

### **Weekly (10–15 minutes)**

- Accept or decline connection requests intentionally
- Like or comment on 1–2 posts
- Read 1 post related to your field

### **Monthly**

- Send 1 connection request with a short note
  - Comment thoughtfully on 1 professional post
  - Share 1 reflection, win, or learning (optional)
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## PART 4: COACH ACCOUNTABILITY

*(Required for active support)*

DM Vanessa on LinkedIn **at least 1x per month** with:

- A progress update
- A question
- Or a screenshot of your profile change

Example DM:

“Hi Vanessa, I updated my headline and About section this month. Would love feedback or next steps.”

This keeps your momentum visible and supported.

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## PART 5: REFLECTION (Optional but Powerful)

 Journal Prompt:

- What feels most uncomfortable about being visible on LinkedIn?
  - What strength am I practicing by showing up anyway?
  - One small action I’m proud of this month:
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## REBEL REMINDER

You are not here to perform. You are here to **practice visibility, self-trust, and consistency.**

LinkedIn is a tool — not a measure of your worth.