



LEVEL UP WITH LINKEDIN

CHECKLIST

MICHELLE NGOME

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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