

BONUS 6 — LINKEDIN PROFILE OPTIMIZATION CHECKLIST

Make your profile clearer, more relevant and recruiter-friendly

AI Job Hunter Accelerator • Launch Edition

Bonus 6 — LinkedIn Profile Optimization Checklist

Use this checklist to make your profile clearer, more relevant and consistent with the roles you genuinely want.

Profile Foundation

- Professional profile photo.
- Name is accurate and professional.
- Current location is appropriate for your job search.
- Target role is clear.
- Contact details are appropriate.
- Profile language is consistent with your target opportunities.

Headline

Your headline should quickly communicate your target role, relevant strengths and professional direction. Avoid stuffing unrelated keywords.

Create 5 LinkedIn headline options based only on my real background. Target role: [ROLE]. Skills: [SKILLS]. Experience/education: [INFO]. Keep each clear, professional and truthful.

About Section

Write a concise story: what you do/are learning → relevant strengths → evidence → target direction.

Write a concise LinkedIn About section using only my real information. Make it specific, natural and relevant to [ROLE]. Avoid unsupported claims and generic buzzwords.

Experience & Projects

- Use accurate job titles and dates.
- Describe relevant responsibilities and outcomes.
- Include projects when they demonstrate useful skills.
- Use specific evidence where available.
- Keep wording consistent with your resume.
- Do not claim tools or skills you cannot explain in an interview.

Skills & Keywords

- Prioritize skills relevant to target roles.
- Use terminology naturally from genuine experience.
- Remove irrelevant or outdated skills.
- Make sure your top skills are supported by your profile evidence.

Final Consistency Check

- LinkedIn and resume tell the same professional story.
- No conflicting dates or job titles.

- No exaggerated claims.
- Profile is readable on mobile.
- Job preferences are current.
- Review the profile monthly as your skills and target roles change.