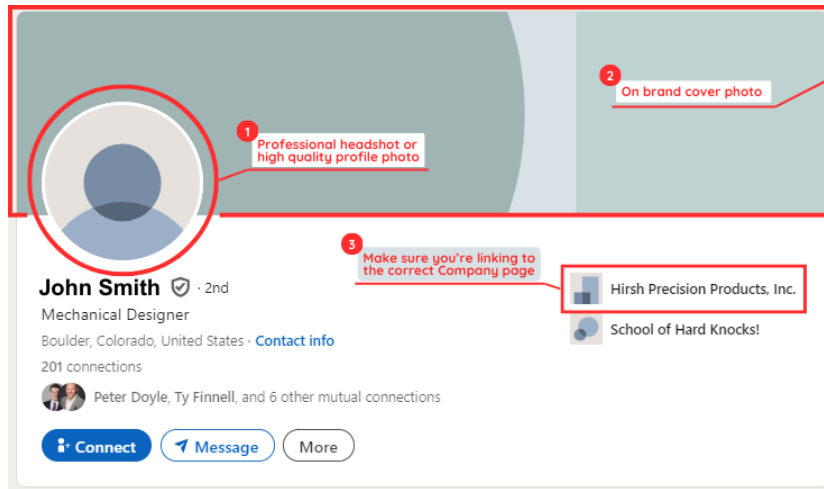


# LinkedIn Profile Checklist for Manufacturers

This checklist is intended to help manufacturers build out a basic LinkedIn profile.

A LinkedIn profile is made up of a few key components. There's the header area, pictured below.



## Header/Basic Info

- ☐ First / Last name
- ☐ Headline
- ☐ Current position
- ☐ Industry
- ☐ School
- ☐ Location
- ☐ Contact (optional)

## About Section

You can write about your years of experience, industry, or skills. People also talk about their achievements or previous job experiences.

- ☐ Description
- ☐ Skills (top 5 only in this section)

## Experience Section

This is where you'll list your current and previous positions in detail to create a clear picture of your career journey. List achievements with results, add key skills for each role, keep it relevant, and update with promotions or role expansions.

Each position listing will ask for the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Title  | <input type="checkbox"/> Location                            |
| <input type="checkbox"/> Employment type  | <input type="checkbox"/> Location type                       |
| <input type="checkbox"/> Company or organization  | <input type="checkbox"/> Description                         |
| <input type="checkbox"/> Start date (and end date if you don't check the "I am currently working in this role" box) | <input type="checkbox"/> Profile headline                    |
|   | <input type="checkbox"/> Skills (aim for top 5 in each role) |

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## Education Section

This is where you can list any degrees or programs that you have either completed or are in the process of completing. You'll be asked to fill in the following fields:

- |   |   |
|---|---|
| <input type="checkbox"/> School                 | <input type="checkbox"/> Grade                    |
| <input type="checkbox"/> Degree                 | <input type="checkbox"/> Activities and societies |
| <input type="checkbox"/> Field of study         | <input type="checkbox"/> Description              |
| <input type="checkbox"/> Start date             | <input type="checkbox"/> Skills (aim for top 5)   |
| <input type="checkbox"/> End date (or expected) | <input type="checkbox"/> Media (if relevant)      |

## Licenses and Certifications

This is where you can list the various certifications you've received over the course of your career (i.e., CSWE Certified SolidWorks Expert).

- |  |  |
|--|--|
| <input type="checkbox"/> Name/title                      | <input type="checkbox"/> Credential ID       |
| <input type="checkbox"/> Issuing organization            | <input type="checkbox"/> Credential URL      |
| <input type="checkbox"/> Issue date                      | <input type="checkbox"/> Skills              |
| <input type="checkbox"/> Expiration date (if applicable) | <input type="checkbox"/> Media (if relevant) |

## Additional Info

The remaining sections of a LinkedIn profile include any volunteering efforts you'd like to reference, a full list of your Skills (you can add more here), any Organizations you're a member of, and a list of your Interests (Companies, Groups, Newsletters, and Schools you are subscribed to or follow).

## Getting Started

These are the essential things you need to build out your LinkedIn profile.

- ☐ Professional, recent profile photo
- ☐ A high-resolution cover image
- ☐ A list of your job experience, education, and certifications (you can copy + paste from your resume)