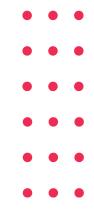
Ten2Two LINKEDIN CHECKLIST

Make your LinkedIn profile stand out-step by step.



PROFILE BASICS

- Add a clear, friendly profile photo (headshot, good lighting, plain background)
- Update your headline to reflect your skills and what you're looking for
- Write an "About" section in the first person that tells your story confidently

¹ Mention your career break (if relevant) positively and clearly

Add your location and preferred working pattern (e.g. parttime, hybrid, remote)

🚔 EXPERIENCE & SKILLS

- Add recent or relevant roles—paid, freelance, voluntary, or project-based
-) Use bullet points to highlight key achievements or responsibilities
- ig
 angle Include any recent training, upskilling, or certifications
- Add 10–20 relevant skills (e.g. communication, project management, Excel)
 - Ask former colleagues or contacts to endorse a few key skills

🔍 MAKE IT SEARCHABLE

- Use industry keywords in your headline, about section, and job descriptions
- Include phrases that match the roles you're targeting (check job ads for inspiration)
- Use your preferred job titles and industries to help recruiters find you

Ten2Two LINKEDIN CHECKLIST

Make your LinkedIn profile stand out—step by step.



SUILD YOUR NETWORK

\bigcirc	Connect with former colleagues, friends, and people in your industry
\bigcirc	Follow companies you're interested in working for
\bigcirc	Join relevant LinkedIn groups (e.g. working parents, your professional sector)
\bigcirc	Connect with Ten2Two and other flexible working specialists
	LET RECRUITERS KNOW YOU'RE OPEN
\bigcirc	Turn on "Open to Work" and set it to be visible to recruiters or all LinkedIn users
\bigcirc	Specify job titles, location preferences, and flexible working preferences
	# BONUS TIPS
\bigcirc	Ask a friend or mentor to review your profile
\bigcirc	Ask a friend or mentor to review your profile Update your profile regularly—even small tweaks help keep it fresh
	Update your profile regularly—even small tweaks help keep it
	Update your profile regularly—even small tweaks help keep it fresh Engage with content—comment, like, or share posts that
	Update your profile regularly—even small tweaks help keep it fresh Engage with content—comment, like, or share posts that interest you