



LinkedIn Profile Checklist

Use this checklist to build a clear, professional profile for jobs, internships and learnerships.

**Your LinkedIn profile is your professional online introduction.
Keep it honest, positive and easy to understand.**

PHOTO AND INTRODUCTION

	I used a clear, recent photo with a simple background and suitable clothing.
	My name is written correctly and does not include nicknames or symbols.
	My headline says what I studied, what skills I have and what opportunity I want.
	My location and contact details are correct.

ABOUT SECTION

	My About section is short and written in the first person using "I".
	It explains my education, strongest skills and the type of opportunity I want.
	It includes useful words linked to the work I want to do.
	It does not make claims that I cannot explain or prove.

EDUCATION, EXPERIENCE AND SKILLS

	I added my school, college or university and my latest qualification.
	I added school projects, volunteering or community work if I have no formal job experience.
	I explained what I did and what I learned in each experience.
	I added at least five relevant skills and placed my strongest skills first.

FINAL PROFILE CHECK

	My spelling, dates and contact details are correct.
	My profile does not include my ID number, bank details or home address.
	I changed my public profile link to a simple version if available.
	I checked how my profile looks on a mobile phone.
	I will update my profile when I complete a course, project or work experience.

Safety reminder: Never share your password, ID number, bank details or full home address on LinkedIn or with an unknown person.

LERATO MOKOENA

Grade 12 Graduate | Digital Skills | Interested in Administration and Customer Service Learnerships

Soweto, Gauteng | [linkedin.com/in/lerato-mokoena](https://www.linkedin.com/in/lerato-mokoena)

ABOUT

I am a motivated Grade 12 graduate with good communication, teamwork and basic computer skills. I enjoy helping people, organising information and learning new digital tools. Through school projects and volunteer work, I have gained experience in presenting ideas, completing tasks on time and working with others. I am looking for an entry-level learnership or internship in administration, customer service or a related field.

EDUCATION

National Senior Certificate | Thuto Secondary School, Soweto | Completed 2025

- Subjects: English, isiZulu, Mathematics Literacy, Business Studies, Life Sciences, Geography and Life Orientation.

COURSES AND CERTIFICATES

Digital Skills for Work | Online learning programme | 2026

- Completed lessons in email, online safety, Microsoft Word, spreadsheets and online meetings.

EXPERIENCE

Event Volunteer | Soweto Youth Centre | June 2025

- Welcomed visitors and helped them find the correct activity area.
- Registered attendees and checked that information was complete.
- Helped the team prepare the venue and pack materials after the event.

PROJECTS

Team Leader - Small Business Project | Business Studies | 2025

- Worked with four classmates to develop a simple business idea and budget.
- Organised tasks, created slides and presented the idea to the class.

SKILLS

Main skills: Communication; teamwork; organisation; customer service; attention to detail

Digital skills: Microsoft Word; basic Excel; email; Google Docs; online research

ACTIVITY

- Follow organisations, employers and training providers that interest you.
- Comment professionally and share useful learning or project updates.

How to Use the Sample LinkedIn Profile

Use the structure and examples, but always write your own truthful information.

A simple headline formula

Your qualification or current role | Two useful skills | Opportunity you want

Example: Grade 12 Graduate | Communication and Digital Skills | Seeking an Administration Learnership

A simple About section formula

- Who are you? State your latest qualification or current role.
- What can you offer? Mention two or three strengths or skills.
- What have you done? Use a project, course, volunteering or work example.
- What do you want? State the type of opportunity or career area you are exploring.

Example connection request

Hello Ms Dlamini. I am a Grade 12 graduate interested in administration and customer service opportunities. I have been following your organisation's work and would value connecting with you. Kind regards, Lerato

Example first post

I am pleased to share that I completed a Digital Skills for Work course. I learned more about professional email, Microsoft Word, spreadsheets and online safety. I am now looking for an entry-level learnership or internship where I can continue learning and contribute to a team.

Professional LinkedIn habits

- Check that an opportunity is from a real company before sharing personal information.
- Use polite language and avoid arguments or inappropriate posts.
- Do not ask strangers for a job immediately. First introduce yourself and explain your interest.
- Reply to professional messages and interview requests as soon as possible.
- Keep learning. Add new courses, projects and achievements to your profile.