



**bright  
crowd**

# Professional Profile Update Checklist



Make sure your awesome headshot is uploaded and centered correctly.



If there's an option to add a cover photo, don't leave it blank! You can find free, high-quality stock images to use on Unsplash.



Update your contact and location information.



Include all the same relevant work history from your resume.



Add work samples! If possible, include images of projects you've done, or a link to your portfolio. (Make sure you have permission to do so.)



Repeat for BrightCrowd, LinkedIn, and any other professional networks you're a part of!