



Write a clear summary of yourself.

**Show off your skills.**

— **Use your skills to help others.** If you have a skill that can help someone else, share it. This could be a tip, a trick, or a piece of advice. For example, if you are an expert in a particular field, you could write a blog post or a video about it. This will not only help others, but it will also establish you as an expert in your field.

**Remember to use your manners.**

— **Be polite and respectful.** This is especially important when you are interacting with people online. Remember that you are representing yourself and your organization. Be courteous and respectful to everyone you interact with. This will help you build a positive reputation and establish trust with others.

**Create a professional online presence.**

— **Use a professional email address.** If you are using an email address for work or business, make sure it is professional. Avoid using nicknames or informal addresses. For example, if your name is John Doe, use an email address like john.doe@company.com. This will help you appear more professional and credible.

**Contribute to LinkedIn Answers by asking and answering questions.**

— **Ask questions and provide answers.** LinkedIn Answers is a great place to ask and answer questions. This is a good way to share your knowledge and help others. When you ask a question, be clear and concise. When you answer a question, provide a helpful and detailed response. This will help you build a reputation as a knowledgeable and helpful member of the LinkedIn community.