

How To Get Hired: Your Essential To Do List

PLATFORM	SECTION	ACTION	COMPLETE
Your website			
	Home page	Include what kind of writing you specialize in	
		Make sure your contact me page is easy to find	
		Make sure your email link works	
		Make your email address visible	
		Include a phone number (google numbers are great for being reachable and keeping your privacy!) optional: register for a free google number	
SEO			
	Google	Google your name: are you easy to find?	
		Share your best content regularly	
		Post regularly	
		Respond to comments	
		Update your writer's website regularly	
		Have a 'hire me' tab on your blog	
	Key words	Include your business keywords in your meta description	
LinkedIn			
		Create an SEO-focused tagline	
		Add your contact details to your header	
		Add your contact details to your summary	

Add clips to your summary	
Twitter	
Include a link to your website	
Include contact information	
Use your keywords in your bio	
General social media	
Link your profile	

Based On: "How Freelancers Get Hired Online: The Essential To-Do List" by [Carol Tice](#)
 Compiled By: [Sophia Dagnon](#)