

How to add your certification onto LinkedIn

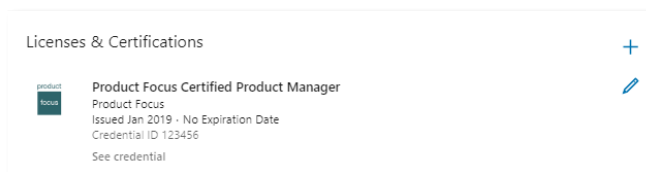
Why do it?

Your LinkedIn profile is like an online CV. It's one of the first things that potential recruiters pull up. It's what customers and suppliers look at before meeting you for the first time. It's where colleagues go to check you out. They all want to get a feel for your experience, credibility and expertise.

So, it's really important that you create the best possible impression. Adding your certification shows your competence in product management and your commitment to ongoing professional development.

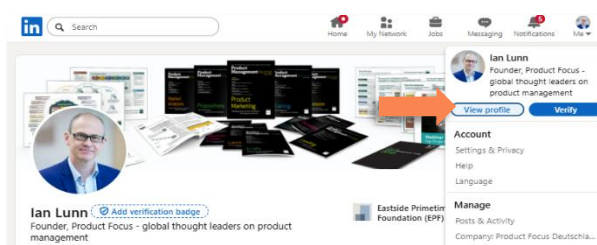
What does it look like?

The certification appears on your profile in a separate section.

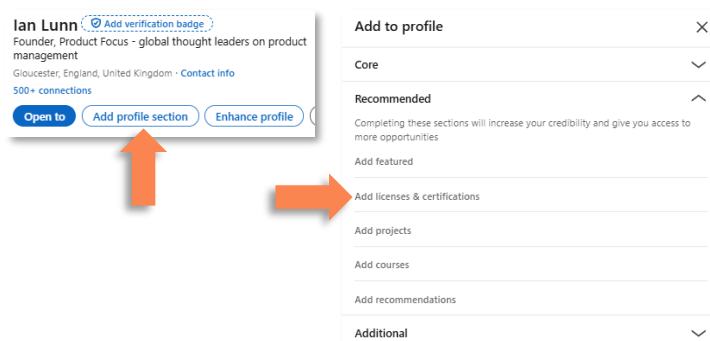


How to set it up

1. Go into your LinkedIn account (through the full site, not the app) and select **view profile**.



2. Click on **Add profile section** and select **Licenses & Certifications** (located under **Recommended**)



3. Click on the + sign

4. The following form will appear:

Add license or certification ✕

* Indicates required

Name*

Issuing organization*

Issue date

Expiration date

Credential ID

Credential URL

Skills
Associate at least 1 skill to this license or certification. It'll also appear in your Skills section.

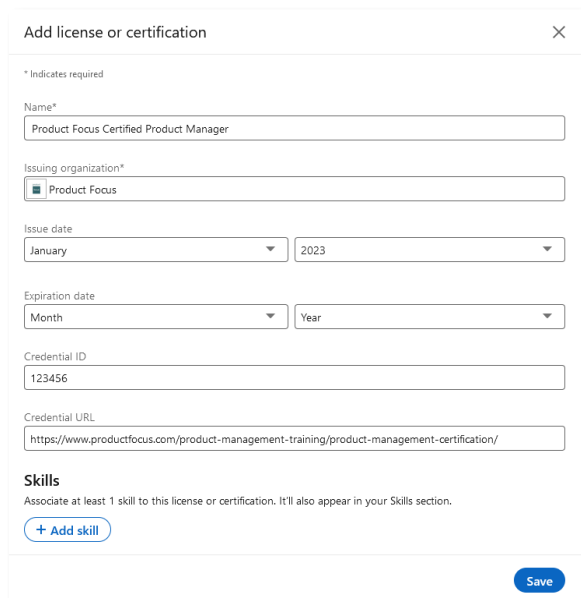
[+ Add skill](#)

[Save](#)

- Type **Product Focus Certified Product Manager** into Name. Don't worry that it is not on the list.
- Issuing organization is **Product Focus**
- Add the **Issue date - Month and Year**. Leave Expiration date blank.
- Add this link into the **Credential URL**
<https://www.productfocus.com/product-management-training/product-management-certification/>
- Add a skill if you wish.

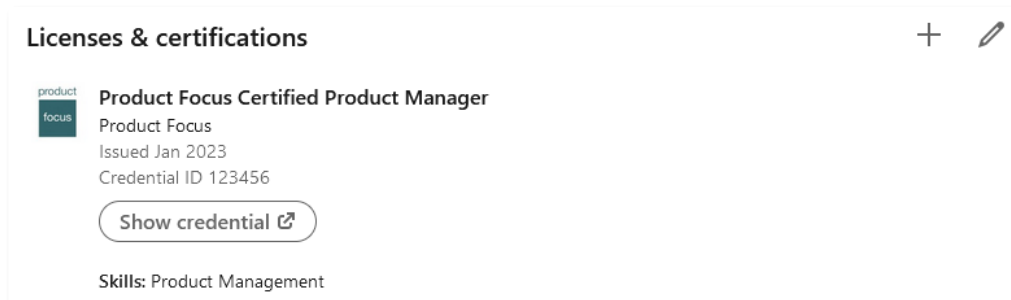
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5. Ensure your form looks like the one below and click **Save**



The screenshot shows a modal window titled "Add license or certification" with a close button (X) in the top right corner. Below the title, there is a note: "* Indicates required". The form contains several fields: "Name*" with the value "Product Focus Certified Product Manager"; "Issuing organization*" with a dropdown menu showing "Product Focus"; "Issue date" with a month dropdown set to "January" and a year dropdown set to "2023"; "Expiration date" with a month dropdown set to "Month" and a year dropdown set to "Year"; "Credential ID" with the value "123456"; and "Credential URL" with the value "https://www.productfocus.com/product-management-training/product-management-certification/". Below these fields is a "Skills" section with the text "Associate at least 1 skill to this license or certification. It'll also appear in your Skills section." and a "+ Add skill" button. At the bottom right of the form is a blue "Save" button.

6. Check your profile looks like this:



The screenshot shows the "Licenses & certifications" section of a LinkedIn profile. The title "Licenses & certifications" is at the top left, with a plus sign and a pencil icon to its right. Below the title is a card for the "Product Focus Certified Product Manager" certification. The card includes the Product Focus logo, the certification name, the issuing organization "Product Focus", the issue date "Issued Jan 2023", and the credential ID "Credential ID 123456". There is a "Show credential" button with an external link icon. At the bottom of the card, it lists "Skills: Product Management".

How to share your good news

Once you've correctly added your certificate to your LinkedIn profile, why not share your good news with your connections?

Simply add a post with the certificate image, and please don't forget to tag us at **@ProductFocus** so we can like and comment on your good news.

Not following us yet? View our Company page here: <https://www.linkedin.com/company/product-focus/> and click 'Follow'.