

# LinkedIn Profile Checklist

## ☐ PHOTO:

It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

## ☐ HEADLINE:

Tell people what you're excited about now and the cool things you want to do in the future.

## ☐ SUMMARY:

Describe what motivates you, what you're skilled at, and what's next.

## ☐ EXPERIENCE:

List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

## ☐ ORGANIZATIONS:

Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

## ☐ EDUCATION:

Starting with college, list all the educational experiences you've had - including summer programs.

## ☐ VOLUNTEER EXPERIENCE & CAUSES:

Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

☐ **SKILLS & EXPERIENCE:**

Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

☐ **HONORS & AWARDS:**

If you earned a prize in or out of school, don't be shy. Let the world know about it!

☐ **COURSES:**

List the classes that show off the skills and interests you're most excited about.

☐ **PROJECTS:**

Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

☐ **RECOMMENDATIONS:**

Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.