

# LinkedIn Profile Checklist

## ☐ Photo

Your profile photo should be of you alone, with a neutral background wearing what you would wear to work.

## ☐ Headline

Make a good first impression by giving a short summary of who you are and who you want to be in the future.

## ☐ Summary

Tell your story. What is your professional mission, and how do you plan to achieve it?

## ☐ Experience

List all of your jobs or internships, include your roles and your accomplishments.

## ☐ Organizations

List any clubs and organizations you have been involved with, and include some details about your role.

## ☐ Education

Add your degree(s) along with any minors or certificates.

## ☐ Volunteer experience

Describe your history of volunteering. Include location, timeframe, responsibilities and impact of your role.

## ☐ Skills

Add at least 5 key skills so that your connections can endorse you on what you're best at.

## ☐ Honors and awards

Share the awards you have earned with the world!

## ☐ Courses and projects

List the courses and projects most relevant to your industry to show off your knowledge and skills.

## ☐ Recommendations

Ask managers, professors or classmates to write you a recommendation that endorses your strengths and skills.

## How to shorten your LinkedIn URL:

Visit [bit.ly/shortprofilelink](https://bit.ly/shortprofilelink) for a step by step process. A short link is perfect for listing on your resume, and makes it easier for potential connections to find you.



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