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 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.

Want more LinkedIn tips? Visit bit.ly/linkedinprofiletipss