GW School of Engineering & Applied Science
W. SCOTT AMEY CAREER SERVICES CENTER

THE LINKEDIN CHECKLIST

NO	TASK	DONE
01	Select a clear, well-lit profile photo with a professional attire and uncluttered background.	☐
02	Upload an aesthetically pleasing background picture that enhances your professional presentation.	☐
03	Craft a headline that highlights your current role or aspirations.	☐
04	Specify desired job roles in your LinkedIn profile.	☐
05	Share your professional portfolio.	☐
06	Compose a 50-word summary that highlights interests, experience, skills, and motivation.	☐
07	Engage actively in the "Featured In" section to showcase notable achievements and contributions.	☐
08	Mention roles for a cohesive narrative, highlighting growth, expertise, and impactful contributions succinctly.	☐
09	Highlight 40 industry-specific skills, showcasing versatility and expertise.	☐
10	Summarize academic achievements, degrees, institutions, and honors.	☐
11	Emphasize on your outstanding GPA for academic excellence.	☐
12	Include relevant courses to reinforce your skill set and academic qualifications.	☐
13	Incorporate your certifications to showcase your skillset.	☐
14	Showcase publications, emphasizing expertise, and gratefully acknowledge the valuable contributions from collaborators.	☐
15	Spotlight standout projects on LinkedIn, accentuating expertise. Include GitHub links for a deeper dive into achievements.	☐
16	Flaunt your awards on your profile, emphasize and appreciate significant accomplishments with a touch of pride.	☐
17	Name the organizations you have contributed to.	☐
18	Incorporate your proficiency in languages to showcase linguistic skills	☐
19	Like, comment, and share valuable content to foster connections and engagement.	☐
20	Tailor privacy settings and regularly update notification preferences for a seamless experience.	☐