

LinkedIn Profile Checklist

- Photo:** Profession, plain background, and 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. Include media, links, and examples of your work.
- Organizations:** Add all clubs and organizations you've joined and explain what you did at each.
- Education:** Starting with college, list all the educational experiences you've - had , including summer programs.
- Volunteer:** Many people see volunteering just as valuable as paid experience. Make sure you include details about any and all volunteerships you've had.
- Skills:** Add at least 5 key skills and then your connections can endorse the things you're best at.
- Honors & Awards:** If you earned any type of awards put them here!
- Courses:** List the classes that show off the skills and interest you're most excited about.
- Projects:** Talk about the projects you were a part of, can be work or school related.
- Recommendations:** Ask managers, professors, or classmates who you've worked with closely to write recommendations. This gives extra credibility to your strengths and skills