

LinkedIn Profile Checklist

LinkedIn is an excellent resource to build your network, job search and more! It is important to craft a professional profile that demonstrates your skills, experience, and accomplishments. Utilize the checklist below to help you get started.

Photo: Make sure to include a professional photo (and don't forget about your cover photo, too). Career & Professional Development offers free headshots for students! Headshot appointments can be scheduled in Handshake.

Headline: Utilize your pre-set headline based on experience, or create your own! Incorporate key words to describe your skills and qualifications.

Summary: Utilize this section to elaborate on relevant skills, accomplishments, and qualifications. This could include the degree you are seeking, on-campus involvements, or relevant experiences. You can also include career goals and aspirations.

Experience: List your experiences here - jobs (part-time, full-time, seasonal), internships, and more. Don't forget to include a description for each experience describing your role, responsibilities, and accomplishments.

Education: List your collegiate and relevant educational experiences. This can include study abroad, community college or early/middle college experiences, and more.

Licenses and Certifications: Include any certifications you have that are relevant to your industry of interest.

Volunteer Experience: Volunteer work is just as important as paid positions. Include some of your volunteer experiences and add descriptions for each.

Skills & Endorsements: Add at least 5 skills to your profile, your connections can endorse you for the ones they think you are best at!

Recommendations: Ask supervisors, professors, mentors, and others to write you a recommendation. This can enhance your profile and add credibility to your skills. You can also provide recommendations for others!

Accomplishments: Look through each subsection and add information as you see fit. (Hint: you don't have to fill up every section, only include what you have!) For example...

Languages: Include any secondary language skills.

Courses: Include any relevant courses you have taken.

Projects: This could include building an app, leading a large team project, and more!

Need help? Schedule an appointment with a Career Coach in Handshake for help crafting your LinkedIn profile.