LinkedIn Profile Checklist

☐ PHOTO: It doesn’t have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don’t forget to 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 at each. Even include photos and videos from your work.

☐ ORGANIZATIONS: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

[LinkedIn Profile Example]

David Xiao
Econ Major and Aspiring Financial Analyst
San Francisco Bay Area | Financial Services

Previous
Berkeley Ventures
Education
University of California, Berkeley

Improve your profile Edit Profile ▼ 153 connections

Background

Summary
I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I’d like to put that experience to good use, analyzing tomorrow’s up-and-coming companies.

Experience

Venture Capital Internship
Berkeley Ventures
May 2013 – September 2013 (5 months) | Berkeley, CA

Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new $1.5 million investment.

[Image of research presentation]

Organizations

Berkeley A Cappella
Lead Singer
March 2012 – Present

Schedule and perform at events for one of Berkeley’s oldest a cappella groups, including last year’s Cal-Stanford game.

[Continued >>]
- **EDUCATION:** Starting with college, list all the educational experiences you've had - including summer programs.

- **VOLUNTEER EXPERIENCE & CAUSES:** Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

- **SKILLS & EXPERTISE:** Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

- **HONORS & AWARDS:** If you earned a prize in or out of school, don't be shy. Let the world know about it!

- **COURSES:** List the classes that show off the skills and interests you're most excited about.

- **PROJECTS:** Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

- **RECOMMENDATIONS:** Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Want more LinkedIn tips for students? Check out students.linkedin.com