LinkedIn Profile Checklist

LinkedIn is a great way to build your professional identity, grow your network, and maintain connections with classmates, alumni, colleagues, and other professionals. It can also be a useful tool for discovering potential opportunities, staying current with trends in your field, and showcasing your experiences.

HEADER

Profile photo: Upload a recent, professional-looking, close-up photo. If you need a professional headshot, stop by the FAU Career Center during drop-in hours to utilize our professional headshot photo booth IRIS! Need Professional Clothing? Stop by the Owl Professional Clothes Closet during business hours to earn FREE professional clothes!

Headline: Edit this headline to attract readers and help them understand the role, industry, or interests you are pursuing. For example, "Accounting student seeking internship opportunities. Skilled in Microsoft Excel." You may include the following:

- Major
- School year
- Career objectives
- Industry-specific skills (if they apply to you)

Background Photo: This is your opportunity to personalize the header image on your profile page. Think about what image represents you, your brand, and/or your professional interests.

ABOUT

Summary: This is an introduction to your LinkedIn profile. Showcase who you are and what you hope to do next. Identify key skills you have developed, including important accomplishments, contributions, and values.

EXPERIENCE

Previous Roles: Include *all* your positions. Consider all the roles you have held, including past and current jobs, internships, extracurricular and volunteer activities.
Descriptions: Include descriptions so that the reader can have a better understanding of what you did in each position.

EDUCATION

Schools: Show off your education. Add your college information including the month and year of graduation (include study abroad experiences, if applicable).

SKILLS

Relevant Keywords: Include keywords and phrases that recruiters in your field would search for (if applicable). Take skills assessments to assist when filtering matched skills.

ADDITIONAL SECTIONS TO ADD (Optional)

- Courses
- Volunteer Experiences
- Projects
- Honors & Awards
- Languages
- Organizations
- Recommendations
- Publications

LinkedIn Profile Sample

Your Name
Your Title

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City, State, Country · **Contact info**
5,000 followers · **500+** connections

+ Follow 🔒 **Message** **More**

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About

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See all details

Experience

Title
Company Name - Full Time

Nov 19 - Present · 3 Years 1 month

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Title
Company Name - Freelance

Nov 19 - Present · 3 Years 1 month

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Education

Lorem University
Master of Art

2017-2019 · Master of Art

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Skills

Demonstrate Skill

Advertising Campaign Design

Teaching

Brand and Identity

Additional Sections