

Name: _____



PROFILE CHECKLIST

Create a profile on www.linkedin.com

Need to Include:	Your Points
Professional Photo (5pts)	
• Needs to be of your face or upper body, not entire body	_____
Intro (5pts)	
• Include your name, headline (any social media you use) and current position.	_____
Under Add profile section, include:	
• About – Write a summary about yourself in first or third person. (5pts)	_____
• Background – Add any work experience/volunteer experience (5pts)	_____
• Background – Add Education (5pts)	_____
• Skills – Add at least 5 skills (5pts)	_____
• Accomplishments – Add club/organization/sports/courses (5pts)	_____
• Connect with teacher (10pts)	_____
• Connect with 5 other people you know besides teacher (5pts)	_____
Total Points (50)	_____

*Note: I would normally have you get at least one recommendation from someone, whether it'd be a teacher, counselor, supervisor, etc. But since we really don't have the time, I'm leaving this part out. In the future, I recommend that you eventually do this. The only way to get a recommendation is if someone is on LinkedIn. People who view your profile (employers) will see those recommendations.