



Checklist 3: Creating a Killer Student Profile: LinkedIn

Project Name: _____

Date: _____

Yes No

We're living in a digital world. People and organizations are looking for talented candidates for jobs on social networking sites such as LinkedIn. Thus, you need to have a good and detailed LinkedIn profile to grab the attention of your potential employers. Here is a checklist to help you:

- | | | | |
|---|---|--------------------------|--------------------------|
| 1 | Start by adding in a relevant and decent profile photo. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | The photo doesn't have to be professionally taken but should make sure for a clear background with your face in the center. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Craft an attention-grabbing headline. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | If you are a fresher at college; highlight your current area of study. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Come up with a professional summary. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Provide an introduction about yourself in it and give an overview of your achievements in academics and extracurricular activities. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Describe your skills and where you want to see yourself in future. | <input type="checkbox"/> | <input type="checkbox"/> |

Notes

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- 8 If you are in the last year of your graduation; enrich your summary with industry-relevant keywords.
- 9 Show off your study background and education.
- 10 List all the schools and colleges you've had studied in and describe your achievements in each.
- 11 Lay emphasis on your volunteer work especially for non-profitable organizations.
- 12 Mention your skills under the section featured for skills and recommendations. Showcase your abilities to others on the platform.
- 13 Write about proficiency in any languages that you know.
- 14 Add certificates, honours and awards that you have achieved throughout your educational life.
- 15 Share the projects you have worked on and highlight your test scores.
- 16 Feature organizations that you support.
- 17 Claim your unique URL.

Notes



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18 Join LinkedIn groups, follow LinkedIn influencers and different company pages.

19 Make sure to share industry-relevant updates regularly.

Notes