

LinkedIn Profile Checklist

Is your LinkedIn profile up to scratch?

See how your profile matches against the below.

- ☐ **Photo:** smart professional and clear headshot of only you.
- ☐ **Headline:** 1 line to sum up your status (e.g. Final year Business undergraduate looking for a graduate marketing role).
- ☐ **Summary:** concise outline of relevant skills/experience and the role/career you are seeking.
- ☐ **Education:** fully completed including any current studies. Relevant modules/projects highlighted, and added relevant photos, videos, hyperlinks.
- ☐ **Experience:** included all relevant work (paid and unpaid). Brief outline of role, focussing on achievements in each, and again added relevant photos, videos, hyperlinks.
- ☐ **Skills:** highlighted only those relevant to roles you are interested in.
- ☐ **Organisations:** listed clubs/societies you are members of and described your role.
- ☐ **Honours/Awards:** let recruiters know about any special recognition (in and out of university).
- ☐ **All above sections:** checked and re-checked for formatting, spelling, punctuation, and grammar.

Further information about LinkedIn at www.linkedin.com

For further advice or feedback on your profile book a careers appointment at: <https://worchester.targetconnect.net>

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