

LINKEDIN PROFILE CHECKLIST



Your LinkedIn profile is a way for countless employers and internship sites to recruit you. Use the following checklist to ensure yours stands out from the crowd. You should continually update it and improve it as you gain experience and advance in your professional journey.

- Check out [this](#) self-guided virtual, step-by-step LinkedIn tutorial.

PHOTO

- ☐ A clear headshot (no hats, sunglasses, etc.). Wear simple, business professional clothing; no complicated patterns. You can smile, with or without teeth. Does not have to be taken by a professional but should be taken with a good camera.
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TITLE & HEADING

- ☐ Write your header: Example – Patient, focused, and prepared nursing student.
 - ☐ Post your title: Example – Elizabeth Velazquez, Student RN, BSN, PHN
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LOCATION: Not where you live, but where you wish to work.

- ☐ Enter your location
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CONTACT INFORMATION

- ☐ Email (should be the same email used to create the LinkedIn account; make sure it's a professional email address)
 - ☐ Phone (add only if you wish to make this public)
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SUMMARY: A short bio, overview of your skills and experience.

- ☐ Which keywords do you want people to find you by? Think industry specific.
 - ☐ Write an action plan statement that describes who you are, not just a job title or major. Example: Offers a passion for growth and development in a professional manner.
 - ☐ What are your current goals? Example: I plan to complete nursing school, pass my state board exam, and follow my passion to help others in need.
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EXPERIENCE: DETAILED JOB HISTORY (THINK RESUME DATA)

- ☐ List all current and past job titles, dates of employment and work experience.
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- ☐ What keywords can you use from your industry to include in your job duties? Add key words in several sections not just once.
 - ☐ Use [active verbs](#) and specific details.
 - ☐ Quantify experiences whenever possible by providing concrete data and examples.
 - ☐ Focus on skills learned in each experience.
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VOLUNTEER EXPERIENCES: UNPAID POSITIONS

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- ☐ What organizations do you support?
 - ☐ What are some volunteer events you have participated in?
 - ☐ What keywords do you use under each role?
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EDUCATION, CERTIFICATIONS & SKILLS

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- ☐ Enter college program (with anticipated graduation date)
 - ☐ List any certifications or special licenses
 - ☐ What technology are you proficient in?
 - ☐ What languages do you speak or understand and what are your proficiency levels in each?
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COURSES: RELEVANT CLASSES YOU HAVE TAKEN

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- ☐ What are some courses you have taken that are relevant to your field?
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ORGANIZATIONS: ROLES HELD IN ORGANIZATIONS

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- ☐ Which associations are you part of and what were/are your roles?
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HONORS & AWARDS

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- ☐ Have you won any honors or awards in any of your positions? List them here.
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PUBLICATIONS: BOOKS, PAPERS & ARTICLES

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- ☐ Has anything you have written ever been published or featured by an outside source? If so, what?
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