LinkedIn Profile Checklist

- **PHOTO:** It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don’t forget to smile!

- **HEADLINE:** Tell people what you’re excited about now and the cool things you want to do in the future.

- **SUMMARY:** Describe what motivates you, what you’re skilled at, and what’s next.

- **EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

- **ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

[Continued >>]
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>EDUCATION</strong></td>
<td>Starting with college, list all the educational experiences you've had - including summer programs.</td>
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<tr>
<td><strong>VOLUNTEER EXPERIENCE &amp; CAUSES</strong></td>
<td>Even if you weren’t paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.</td>
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<tr>
<td><strong>SKILLS &amp; EXPERTISE</strong></td>
<td>Add at least 5 key skills - and then your connections can endorse you for the things you’re best at.</td>
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<tr>
<td><strong>HONORS &amp; AWARDS</strong></td>
<td>If you earned a prize in or out of school, don’t be shy. Let the world know about it!</td>
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<td><strong>COURSES</strong></td>
<td>List the classes that show off the skills and interests you’re most excited about.</td>
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<tr>
<td><strong>PROJECTS</strong></td>
<td>Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.</td>
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<tr>
<td><strong>RECOMMENDATIONS</strong></td>
<td>Ask managers, professors, or classmates who’ve worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.</td>
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| **Honors & Awards**                      | The Achievement Award Program
UC Berkeley
Four-year scholarship awarded to community-minded students with a proven track record of academic success.                                                                                             |
| **Courses**                              | University of California, Berkeley
- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (203A)                                                                                                                                    |
| **Projects**                             | Venture Capital Financing in India
May 2013
For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming those challenges, which we delivered to our professor in a final term paper.
5 team members:
- David Xiao
  - Been Major and Aspiring Financial Analyst
- Paul Smith
  - Student at UC Berkeley

Want more LinkedIn tips for students? Check out [students.linkedin.com](students.linkedin.com)