# LinkedIn Profile Checklist

## Getting started:
- Are Activity Broadcasts turned off?
- Have you included a professional photograph (at least 200px by 200px)?
- Have you created your Public Profile URL?

## Headline:
- Is your headline customized? Remember, you have 120 characters to use.
- Did you use key words relevant to your industry, skills, or the jobs you’ve targeted?
- Does your headline include who you are, what you do/what you want to do and Carnegie Mellon University?

## Summary:
- Have you included information about your academic/professional past, present, and future? You have 2,000 characters to use.
- Did you include keywords?
- Did you include contact information? (optional to include your CMU email address)
- Have you included multimedia, such as resumes, websites, portfolios & videos (if relevant & applicable)?

## Experience & Projects:
- Have you used the content from your resume to build this section, including your professional, academic and/or research experience?
- Have you checked to ensure your experience includes results, achievements, and keywords?
- Have you avoided the use of acronyms or overly technical jargon?
- Are your employers well known? If not, include one sentence describing what the company does.

## Education:
- Did you include your undergraduate and graduate degrees? Do not include your high school.
- Have you included all GPA’s higher than a 3.0?
- Have you included relevant scholarships, academic awards, club affiliations, & leadership experience?

## Skills:
- Have you included technical skills in which you are proficient?
- Have you included soft skills or work categories in which you have demonstrated professional experience?
- Have you reordered your skills by relevancy?

## Finalizing your Profile
- Have you reordered your LinkedIn sections to ensure your summary appears first and your remaining sections have been arranged by relevancy to your job/internship search?

## Additional profile section opportunities:
- Did you include foreign language proficiencies?
- Did you include volunteer experience?
- Did you include memberships to professional organizations?
- Did you include honors & awards?
- Did you include relevant coursework?
- Did you include patents you were awarded?
- Did you include your publications?
- Did you include any professional certifications?
- Did you include your interests?