

# LinkedIn Profile Self-Review

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## Getting Started

- Location is updated and accurate.
- "Sharing job changes, education changes, and work anniversaries from your profile" is set to "No."
- Profile contains a professional looking photograph.
- Public Profile URL is customized using some combination of your name.

## Headline

- Headline highlights who you are, what you do/want to do, and "Carnegie Mellon." Keywords relevant to the industry/jobs you are targeting are included.

## Summary

- Summary highlights your academic/professional past, present and future.
- Summary is concise, with the most important information in the first two lines.
- Keywords relevant to your field of study and career interests are included in your summary.
- Optional: Multimedia such as your resume, portfolio, etc. are included.

## Experience and Projects

- Content from your resume (academic, professional, and/or research experience) is included in corresponding sections.
- Status as a graduate student at CMU is not included in "Work experience."
- Experience and/or project entries include results, achievements and keywords.
- Academic/research projects are included in the "Projects" section of LinkedIn only.
- Content within each entry is formatted consistently and written in a consistent manner (i.e. always use bullet points or never use them).

## Education

- Undergraduate and graduate degrees are included. Information from high school **is not** included.
- GPA is listed when applicable (you won't have a CMU GPA until after your first semester).
- Optional: Relevant scholarships, academic awards, leadership experience, etc. is listed.

## Skills

- Technical skills in which you are proficient are included.
- Soft skills or work categories in which you have demonstrated professional expertise and are relevant to your career interests are listed.
- Skills are listed in order of importance/relevancy to your job/internship search.

## Depending on your background and experiences, you may choose to include some of the following:

- Relevant Coursework, Extracurricular Experience, Volunteer Experience
- Patents awarded, Publications, Professional Certifications
- Professional Organization Memberships, Honors & Awards, Foreign Language Proficiency