



# LINKEDIN PROFILE SELF-REVIEW



## GETTING STARTED

- Location is updated to Pittsburgh, PA.
- "Sharing profile edits" is set to "No."
- Profile contains a professional 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