

HOW TO BUILD A PROFESSIONAL LINKEDIN PROFILE

HEADSHOT

A PROFESSIONAL PHOTO THAT LOOKS LIKE YOU AND IS NOT A SELFIE

Picking the Right LinkedIn Profile Picture

<https://business.linkedin.com/talent-solutions/blog/2014/12/5-tips-for-picking-the-right-linkedin-profile-picture>

Taking a Headshot With Your Phone

https://www.kirbypartners.com/take-a-professional-headshot/#.X3uGkpNKh_A

https://www.youtube.com/watch?v=rgj-w_uyTGM

HEADLINE

ONE SENTENCE OR PHRASE THAT CAPTURES WHAT YOU'VE DONE AND WHAT YOU'RE INTERESTED IN DOING IN THE FUTURE

EX: 'Marketing Student seeking a social media internship'

'Aspiring Engineer | Seeking Internships | DECA Officer'

'Aspiring Entrepreneur | Future (whatever school you're attending) Student | President of ...'

SUMMARY

BRIEF DESCRIPTION OF WHAT YOU'RE PASSIONATE ABOUT, WHAT YOU'RE PARTICULARLY SKILLED AT, AND WHAT YOUR GOALS ARE. AN EXPANSION ON YOUR HEADLINE TO OFFER MORE SPECIFIC DETAILS

Writing a LinkedIn Summary

<https://knowledgematters.com/blog/high-school-students-how-to-write-perfect-linkedin-summary>

JOB EXPERIENCE

INCLUDE EVERY JOB YOU'VE HELD SO FAR, EVEN IF IT WAS ONLY PART-TIME.

As you gain more experience, you will trim this section down to include only jobs relevant to your career goals. For each job, include a brief description of your responsibilities and anything that you accomplished while there.

HONORS AND AWARDS

LIST ANY FORMAL RECOGNITION YOU'VE RECEIVED BOTH IN AND OUT OF SCHOOL

Ex. Employee of the month, National Merit Scholarship recipient, etc.

PROJECTS

INCLUDE ANY PROJECTS THAT YOU'VE WORKED ON, IN OR OUT OF SCHOOL, IN WHICH YOU TOOK A LEADERSHIP ROLE OR OTHERWISE EXCELLED.

COURSES

DON'T LIST EVERY HIGH SCHOOL COURSE YOU'VE EVER TAKEN HERE. FOCUS ON THE ONES THAT HIGHLIGHT YOUR SKILLS AND INTERESTS.

ORGANIZATIONS

LIST ANY CLUBS/ORGANIZATIONS/EXTRACURRICULARS AND A BRIEF DESCRIPTION OF WHAT YOU DID IN EACH ONE.

VOLUNTEER EXPERIENCE

LIST ANY SERVICE PROJECTS OR OTHER VOLUNTEER WORK IN WHICH YOU'VE PARTICIPATED AND A DESCRIPTION OF EACH EXPERIENCE.

EDUCATION

SKILLS & ENDORSEMENTS

CHOOSE AT LEAST FIVE SKILLS THAT ARE RELEVANT TO BOTH WHAT YOU ENJOY DOING AND THE FIELD YOU INTEND TO PURSUE.

RECOMMENDATIONS

POST RECOMMENDATIONS THAT YOU'VE GATHERED FROM EMPLOYERS, TEACHERS OR CLASSMATES