

Name: \_\_\_\_\_



## PROFILE CHECKLIST

Create a profile on [www.linkedin.com](http://www.linkedin.com)

### Need to Include:

### Your Points

Professional Photo (5pts)

- Needs to be of your face or upper body, not entire body

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Intro (5pts)

- Include your name, headline (any social media you use) and current position.

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### Under Add profile section, include:

- About – Write a summary about yourself in first or third person. (5pts)
- Background – Add any work experience/volunteer experience (5pts)
- Background – Add Education (5pts)
- Skills – Add at least 5 skills (5pts)
- Accomplishments – Add club/organization/sports/courses (5pts)
- Connect with teacher (10pts)
- Connect with 5 other people you know besides teacher (5pts)

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**Total Points (50)**

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\*Note: I would normally have you get at least one recommendation from someone, whether it'd be a teacher, counselor, supervisor, etc. But since we really don't have the time, I'm leaving this part out. In the future, I recommend that you eventually do this. The only way to get a recommendation is if someone is on LinkedIn. People who view your profile (employers) will see those recommendations.