
LINKEDIN PROFILE CHECKLIST FOR STUDENTS



LinkedIn Profile Checklist

☐ **PHOTO:** Use your cellphone and take a professional looking headshot. Find a background that matches your skin tone. Wear nice attire and smile! LinkedIn allows you to edit your photo.

☐ **HEADLINE:** Let the world know what you're excited about and the cool things you want to do in the future.


☐ **SUMMARY:** It's your personal story. Answer these three questions: Who are you? What do you do and/or want to do in the future? Why are you passionate about what you are doing?


☐ **EXPERIENCE:** List the jobs you've held including part-time, helping family, summer jobs, etc. Briefly describe what the company does, your role and accomplishments. If possible, add multimedia as an example of your work.

☐ **HONORS & AWARDS:** Have you been recognized for something you've done? Don't keep it a secret! Briefly describe who the award is from and why you received it.

☐ **PROJECTS:** Describe the project (What, When, How, Why and Who). If applicable, tag other team members who worked on the project with you.






Angelica Garcia • 1st
Aspiring High School History Teacher
Carter's | OshKosh B'gosh • California State University of Monterey Bay
Mountain View, California • 86 

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I am a student at California State University of Monterey Bay who aspires to one day become a high school U.S. History teacher. My goal as a future educator is to help create an engaging, creative, and strong educational foundation for future generations. My passion for education has been an ongoing cause that has led me to volunteer for organizations such as Mesa de La Comunidad and the City of Mountain View's Youth Advisory Committee. By pursuing my passion for academia I hope to expand my horizons and gain more insight into a world of limitless possibilities.

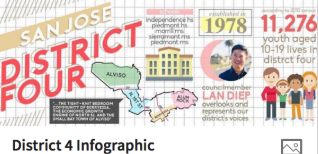
Experience



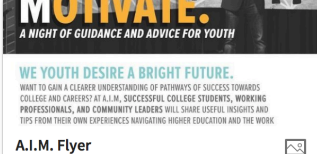
Social Media Coordinator
San Jose District 4 Youth Advisory Council
Sep 2015 – Present • 2 yrs
San Jose, CA

Government organization commissioned by the San José City Council where youth members voice in on concerns and interests of the community and organize events.

Media (4) [Previous](#) [Next](#)




District 4 Infographic



A.I.M. Flyer

Honors & Awards



California Scholarship Federation
Archbishop Mitty High School
May 2012


Received a scholarship from the California Scholarship Federation (CSF), the oldest such institution in the state. CSF grants scholarships to just 50 students across California each year, based on academics, community service, and citizenship.

Projects


FIRST Robotics Competition
April 2013

Worked with my fellow Robotics Club members to build a functioning robot for the world's largest high school competition. By using artificial intelligence, our robot was able to cross a playing field on its own and score goals!

► 8 team members, including:



Amy Gomez
Gadget Lover and Aspiring Engineer



Ashley Reese
Robotics Club VP

☐ **COURSES:** Mention the classes that highlight the skills and interests you're most excited about.

☐ **SKILLS & EXPERTISE:** Add skills that you are good at or simply starting out. Over time your connections will endorse your skills. Remember to endorse others too.

☐ **ORGANIZATIONS:** Are you a member of any clubs? Briefly describe the organization, and what you did.

☐ **VOLUNTEER EXPERIENCE & CAUSES:** Super important to list your volunteer experience! Admissions officers and employers often see volunteer experience as valuable as paid work. Describe the organization and your role.

☐ **EDUCATION:** List your high school, and any educational experiences you've had.

☐ **RECOMMENDATIONS:** Request recommendations from teachers, employers, co-workers or classmates who know your skills. Be specific with your request e.g. ask them to describe a specific skill or leadership quality.



Courses



Archbishop Mitty High School

- AP English Literature and Composition
- Statistics
- AP Physics C Electricity & Magnetism



Skills & Expertise

Most endorsed for...

12	Laptops	
11	Customer Service	
10	Troubleshooting	
10	Computer Hardware	
10	Windows 7	



Organizations

Robotics Club

President

April 2012 – Present

Helped found and lead my school's first robotics club, including a trip to the Sacramento Regional for the FIRST Robotics Competition.



Volunteer Experience & Causes

Volunteer

Habitat for Humanity International

January 2013 | Disaster and Humanitarian Relief

Helped to build a new home for a refugee family from Somalia.



Education

Archbishop Mitty High School

2010 – 2014 (expected)

Recommendations

Received (1) ▾

Repair Technician

Best Buy



David Lee

Manager, Service Department

“ Amy was one of the best summer workers I've ever had. She came in and figured out how to fix just about anything, no matter how tricky. And she always made our customers feel good about their experience, even if they were nervous about using technology. Highly recommended!