

1) General

- ☐ Add a clear, high-resolution headshot to your profile (at least 200 x 200 px).
- ☐ List a professional name, i.e., not a nickname.
- ☐ Add a professional headline that establishes what you do (not your job title).
- ☐ Indicate the industry in which you are currently working/would like to work.
- ☐ Create a custom link to your profile.
- ☐ Include a means of contact to your profile; for ex., email, cell number.

2) Summary

- ☐ Expand upon your professional headline.
- ☐ Make sure it is professionally written and captures who you are as individual, as well as your skills and experiences, in a concise paragraph.

3) Experience

- ☐ Place near the top of your profile.
- ☐ List the names of the organizations for which you've worked or interned.
- ☐ List the positions you've held at each organization, and include the length of time for which you held the positions.
- ☐ Give detailed but concise information about your responsibilities
- ☐ Support your explanations with figures; for ex., instead of "Sold house," say "Over the course of x years, sold y houses."
- ☐ Upload important projects or presentations you worked on for each position.

4) Education

- ☐ List the names of each academic institution you've attended.
- ☐ Indicate your program of study at each, as well as the length of time you attended.
- ☐ State whether or not you have received a degree at each institution, and provide your final average if it was positive.
- ☐ List any groups or activities you were a part of while attending the institution.
- ☐ List any relevant courses you took.

5) Certifications and test scores

- ☐ List any special certifications you may have; for ex., CPR or lifeguarding, professional designations.
- ☐ List any relevant exams you have taken along with the score you received, if applicable; for ex., MCAT, CPA exam, bar exam.

6) Honours and awards

- ☐ List any honours/awards received at any of your past positions.
- ☐ Give a brief description of each entry, indicating why and to whom it is awarded.

7) Volunteer experience

- ☐ List the names of each organization at which you have volunteered.
- ☐ State your title.
- ☐ Indicate when and for how long you volunteered.
- ☐ Give a brief description of your roles and responsibilities.

8) Projects

- ☐ List any relevant projects you have completed, and indicate when they were undertaken.
- ☐ Describe briefly the project and explain your role.
- ☐ Indicate with whom you collaborated on the project.

9) Languages

- ☐ Indicate the languages in which you are proficient.



10) Skills and Endorsements

- ☐ Single out and highlight a few of your most valuable skills.

11) Advice for contact

- ☐ List at least one method of contact for your connections to reach you.

12) Grammar, spelling and punctuation

- ☐ Carefully comb through each section to ensure that everything is professionally written and free of spelling and grammar mistakes.