

LinkedIn Worksheet

Complete as much of the following as you can. It is very likely that you will not have information for every section you see below. That is fine and expected... with education, time and experience, you will one day have all sections completed.

- Have resume on hand if you have one
- List recent work / internship / other experience (your job title, name of employer) and include numbers and case studies that prove success such as sales, numbers of employees trained, years of experience
- Research experience
- Volunteer Experience / Community Involvement
- Relevant Experience (if not included above)
- Education / Training / Licenses / Certificates
- Activities / Societies / Committees
- Awards/Honors
- Skills based on education, experience, personality and behavior
- Special accomplishments – publications / courses / projects / languages / websites
- List of those to ask for a recommendation (professor, counselor, employer, group leader)
- Work passions / unique qualifications
- Summary as it relates to who you are, what you have done, what you are seeking to do