

BUILD A LINKEDIN PROFILE

Creating a LinkedIn profile can feel a little overwhelming because it includes several sections. Use this worksheet to draft your LinkedIn profile. Once you complete the worksheet, log in to LinkedIn and complete your profile with the information you have collected.

1. ENTER YOUR PERSONAL INFORMATION

First Name	Last Name
Email	Password

2. TAKE A PROFESSIONAL PHOTO

Did you know that Skyline College supports students by taking a free professional photo for your LinkedIn profile? Come by the Strategic Partnerships and Workforce Development department to get your professional photo. Visit us at our new office located in Building I, Room I-311, or call us at (650) 738-4337 to schedule an appointment and receive more one-on-one support.

3. ADD THE INDUSTRY THAT INTERESTS YOU

Industry of Interest _____

4. ADD YOUR SKILL SET

From the list below, select the top 5 skills you possess and/or write down others you think you have.

Ability to Work Under Pressure
Accounting
Adaptability
Bookkeeping
Communication
Computer Languages
Conflict Resolution
Copywriting
Creativity

Data Analysis
Decision Making
Event Planning
Foreign Languages
Graphic Design
Leadership
Mathematics
Self Motivated
Social Media

Marketing
Teamwork
Time Management

5. ADD YOUR HEADLINE (TAGLINE)

Starting with your meta major, create a headline that describes you. Below are some examples of headlines that correspond with a particular meta major.

META MAJOR	ENTRY LEVEL	SEASONED PROFESSIONAL
Arts, Language, and Communication	Curious writer, junior designer	Maker, tester, game changer
Science, Technology, and Health	Big thinker of microorganisms	Solving the world's future problems
Society and Education	Fact finder, administrative support	Inspiring future game changers
Business, Entrepreneurship, and Management	Driven, ambitious, and motivated	Taking ideas and building empires

6. ADD A SUMMARY

Use the following prompt to start your summary.

I am a student at Skyline College studying

I am passionate about

My dream job is

I work/volunteer part-time/full-time at

My responsibilities are

7. ADD YOUR EDUCATION

Use the following prompt to add your education.

College Name	College Start Date (Optional)
Degree (Optional)	Graduation Date (Optional)
Activities and Societies (Optional)	

High School Name	
Start Date (Optional)	Graduation Date (Optional)
Activities (Optional)	

8. ADD YOUR WORK EXPERIENCE

Use the following prompt to add your work experience.

Company Name	Job Title
Location	Start Date (Month/Year)
I currently work in this role	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, End Date (Month/Year)	
Description of your work experience (Optional – 1 to 3 sentences)	
My key responsibility is/was to	

An activity I do/did in this job

A work accomplishment that I am proud of is

Repeat as needed to give a complete history of your work experience.

9. ADD YOUR VOLUNTEER EXPERIENCE (OPTIONAL)

Use the following prompt to add your volunteer experience.

Organization _____ Role _____

Location _____ Start Date (Month/Year) _____

I currently volunteer here Yes No

If no, End Date (Month/Year) _____

Description of your volunteer experience (Optional – 1 to 3 sentences)

My key responsibility is/was to _____

An activity I do/did in this volunteer role _____

A volunteer accomplishment that I am proud of is _____

Repeat as needed to give a complete history of your volunteer experience.

Notes _____

Skyline College has career counselors, job placement coordinators, and faculty who are eager to help you from beginning to end. Contact us at LandUrDreamJob@gmail.com, or call us at (650) 738-4337 to schedule an appointment and receive more one-on-one support.