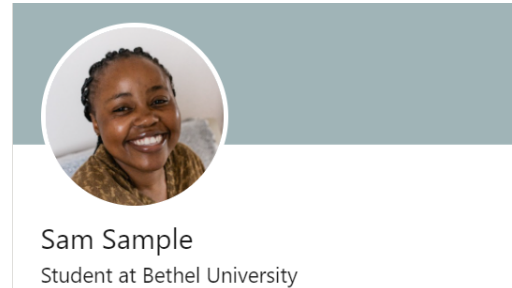


# LINKEDIN PROFILE CHECKLIST

WHAT TO INCLUDE AS YOU SET UP OR EDIT YOUR PROFILE

## PHOTO:

- From the elbows up
- Smile
- Looking at the camera
- Professional clothing - dress for the job, or one step above
- Neutral background
- Within the last two years



## HEADLINE:

- Can be the generic one LinkedIn automatically suggests (i.e. Student at Bethel)
- Or Create your own and state who you are and what you are hoping to do

## ABOUT:

- Describe yourself in a few sentences or short paragraphs
- Who are you? Who do you help? How do you help them?
- What keywords describe your ideal career position?
- How would you describe yourself in three words?
- Showcase any assessments you have done (MBTI, StrengthsFinder, Enneagram)

### About

I am currently enrolled as a senior Psychology student at Bethel University pursuing an undergraduate degree. I am interested in School Psychology, specifically working with students who have experienced trauma.

Through my internship experience as well as my time studying abroad, I have been exposed to new cultures and diverse groups of people. This has made me quickly adapt to changes and gain a broader perspective regarding mental health and the need for educated and passionate mental health providers, specifically within education.

I am a lifelong learner and always looking for the most recent studies in my desired field. I am a detail oriented person and I keep my goals and tasks organized to maintain productivity. If I were to describe myself in three words, it would be driven, organized and compassionate.

I believe the skills I have attained from my educational background and outside experiences have developed my passion for working with students and created strengths in me that I can implement in any opportunity I receive.

## EXPERIENCE:

- Similar to your resume
- Include all positions and internships (part time and full time)
- Bullet point main accomplishments
- Include links to research projects, portfolios or articles

### Experience



#### Customer Service Cashier

Bethel University · Part-time  
Aug 2019 – Present · 1 yr 5 mos

Process returned items in accordance with store policy.  
Stay up to date on current item discounts to support promotions.  
Increased sales in January 2020 by 25%  
Help customers find specific products, answered questions and offered advice.  
Count product stock to maintain inventory records.



#### School Psychology Intern

Linwood Elementary School · Internship  
Jun 2018 – May 2019 · 1 yr

Observed daily routines of learning-disabled students from age 5-12  
Monitored students' interactions with one another  
Aided students in coping with their outbursts



#### Math Tutor

City Of Shoreview · Seasonal  
May 2016 – Aug 2018 · 2 yrs 4 mos

Observed daily routines of learning-disabled students from age 5-12  
Monitored students' interactions with one another  
Aided students in coping with their outbursts

# LINKEDIN PROFILE CHECKLIST

WHAT TO INCLUDE AS YOU SET UP EDIT YOUR PROFILE

## EDUCATION:

- Start from your college experience
- No need to include high school
- List involvement in clubs and organizations

## VOLUNTEER EXPERIENCE:

- Unpaid involvement; long-term or a one-time event
- Can include amount of hours you volunteered and description of your role

## SKILLS AND ENDORSEMENTS:

- Add around five skills that are true and applicable to your desired career field
- Include things you can prove to those that are looking at your profile
- Think about experiences and examples you can use to back up your skills
- Ask yourself how this skill can be measured

## ACCOMPLISHMENTS:

- Dean's List; include how many semesters
- Awards
- Scholarships

## INTERESTS:

- Follow companies, schools, and organizations you are interested in. Include those that you might apply to
- Follow field-specific organizations and companies that pertain to the field you are interested in

### Education



#### Bethel University

Bachelor of Arts - BA, Psychology  
2017 – 2021

Activities and Societies: Student Leader, Psychology Club, 2018-Present Member, Bethel Student Government, 2019-Present

### Volunteer Experience



#### Reading Room Volunteer

Covenant House International  
Jun 2015 – Aug 2019 • 4 yrs 3 mos  
Children



#### Sunday School Teacher

Linwood Covenant Church  
Sep 2017 – Aug 2020 • 3 yrs  
Education

### Skills & Endorsements

[Take skill quiz](#)

Curriculum Development

Mathematics

Customer Service

### Accomplishments

#### 1 Honor & Award

Deans List

All semesters

#### 1 Language

English

### Interests



Bethel University  
30,386 followers



LinkedIn  
13,457,995 followers



Google  
19,419,503 followers



Inside Higher Ed  
396,064 followers



Apple  
12,578,184 followers



HigherEdJobs  
113,621 followers