

# LINKEDIN PROFILE CHECKLIST: HIGH SCHOOL STUDENTS



Is high school too early to set up a LinkedIn profile? Absolutely not.

Now is the perfect time for you to invest in an online presence on LinkedIn. High school students who create a LinkedIn profile will stand apart from the competition and have an advantage as you start on your path to a successful career.

Begin by creating a LinkedIn profile that showcases who you are, what you have achieved, and what your goals and interests are. From there, you can use the platform to start building professional relationships that will be an invaluable asset as you plan for your future.

The more sections you complete the better, but as a high school student, you won't be able to use every section. Just be as professional and thorough as possible in the areas you do choose to complete.

Here are some tips to help you ensure you create a strong profile that will serve you:

## PHOTOS

- Use a headshot where you are dressed professionally, in the kind of clothes you would wear for an interview.
- Use a background header that tells something about you: a photo of you participating in an event, your city, your school, or photo that illustrates the kind of career you want.
- Crop the photo close to your head, so people can see your face.

## HEADLINE

Include your planned major or course of study, career goal, and date you will be graduating from college. You could also include key accomplishments, something personal, or a cause you believe in. For example:

- Future Biomedical Engineer, Interested in Medical Devices, 2028 Graduate
- International Political Relations | Japanese, Spanish Speaker | Dog Lover
- Performing Arts Major | Concentration in Musical Theatre | Two Cappies Awards

## ABOUT

- Talk about your career goals and current achievements.
- Tell a story about an obstacle you overcame.
- Share why you chose your major or career.



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## FEATURED

- If articles have been written about you or by you, highlight them here.
- Upload a video where you talk about yourself and why you chose your future career.
- If you are creative, link to examples of your work.



## EXPERIENCE

- Put internships and part-time jobs here.
- Explain what your responsibilities were and what you accomplished.



## EDUCATION

- Your current school goes here.
- You can also include special programs you have participated in.
- You can include your GPA, honors, AP/IB programs, sports, and extracurricular activities.



## HONORS & AWARDS

- Include all the honors and awards you have received, such as National Merit Scholar, Deans List, Honor Society, Eagle Scout, essay contest, or any award for excellence.
- You can also include sports achievements and extracurriculars.



## VOLUNTEER

- Put service projects or volunteer work here.



## ORGANIZATIONS

- List clubs where you are a member.
- Mention any leadership roles.



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## SKILLS

- Begin with general skills like Leadership, Communication, and Sales.
- Include technical skills such as Canva, Photoshop, and Microsoft Office.

## COURSES

- If you have taken classes that are particularly relevant to your interests, you can list them here.
- You can also include special programs you participated in.

## LANGUAGES

- Include any languages you speak or have studied, along with your level of proficiency.

## PROJECTS

- Special projects that don't fit into other categories can be included here. Explain what the project entailed and what your role was.

## CERTIFICATIONS

- If you have any certifications, such as a Red Cross CPR Certification, add those here.

Once you have created your profile, begin building your network by connecting with a few people. Set a goal of having a network of at least 50 people.

- Start with your parents, close relatives, neighbors, friends of your parents, and parents of your friends.
- Ask your favorite teachers and administrators, especially anyone who might write a letter of recommendation.
- If you have a part-time job or internship, ask your boss and co-workers.
- Ask coaches, Scout leaders, and other adults you know and respect.

Update your LinkedIn profile at the end of each school year. Add new jobs, internships, awards, courses, sports, and extracurriculars. Also invite new teachers and others you respect to connect.

Congratulations! By setting up a LinkedIn profile and keeping it up-to-date, you have created a strong foundation for your professional career.