🔗 LinkedIn Tips & Tricks Worksheet

Build a profile you're proud of — and start connecting with confidence.

✅ Section 1: Quick Wins (5-Minute Fixes)

Check off what you've done — or use this list as a starter checklist:

- ☐ Added a **clear profile photo** (shoulders up, clean background, friendly expression)
- ☐ Wrote a **student headline** (not just "Student at X University")
- ☐ Updated location + industry for job visibility
- ☐ Customized your LinkedIn URL
- ☐ Added 3+ relevant **skills** (based on job interests or experiences)

✏️ Section 2: Write a Better Headline

Use this format:
[Area of Study or Aspiration] | [Interest or Skill] | [Career Goal or Impact Statement]

Examples:

- Political Science Student | Public Policy Intern | Aspiring Change-Maker
- Marketing Major | Campus Ambassador | Building Brands That Matter
- Data Enthusiast | Python Learner | Seeking Hands-On Experience in Analytics

📝 **My New Headline:** _____

💬 Section 3: Summary Starter Prompts

Use these sentence starters to draft a strong summary (About section):

- "As a [year] student at [school], I'm passionate about…"
- "I've explored [topic/field] through experiences like…"
- "I'm currently seeking opportunities to…"
- "In my free time, I enjoy…" *(show some personality!)*

📝 **My Summary (first draft):**

_____

_____

_____

📬 Section 4: Networking with Confidence

3 people I can connect with this week:

1. _____
2. _____
3. _____

📩 Tip: Use the networking script (in your toolkit) to message them with a friendly intro or question.

📅 Section 5: LinkedIn in 15 Minutes a Week

Check 2–3 things to do weekly:

- ☐ Like or comment on a post from someone in your field
- ☐ Share an article or post about a project/class you're working on
- ☐ Update a section of your profile
- ☐ Send a thank-you message after an informational interview
- ☐ Follow 2 companies or professionals you're curious about