



# LinkedIn Profile Checklist

**PHOTO:** It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

**HEADLINE:** Tell people what you're excited about now and the cool things you want to do in the future.

**SUMMARY:** Describe what motivates you, what you're skilled at, and what's next.

**EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

**ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

The screenshot shows a LinkedIn profile for David Xiao. The header includes the LinkedIn logo, a search bar, and the text 'Advanced'. The profile picture is a young man with dark hair, smiling. The headline reads 'David Xiao', 'Econ Major and Aspiring Financial Analyst', and 'San Francisco Bay Area | Financial Services'. Below the headline, it lists 'Previous: Berkeley Ventures' and 'Education: University of California, Berkeley'. There are buttons for 'Improve your profile' and 'Edit Profile', and a '153 connections' badge. The background section is titled 'Background' and contains a 'Summary' section with a brief bio and a 'Venture Capital Internship' at Berkeley Ventures from May 2013 to September 2013. The experience section also includes a presentation titled 'INTRODUCTION TO VENTURE CAPITAL' and an organization 'Berkeley A Capella' where he is a 'Lead Singer' from March 2012 to the present.

Continued >>

**EDUCATION:** Starting with college, list all the educational experiences you've had - including summer programs.

**VOLUNTEER EXPERIENCE & CAUSES:** Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

**SKILLS & EXPERTISE:** Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

**HONORS & AWARDS:** If you earned a prize in or out of school, don't be shy. Let the world know about it!

**COURSES:** List the classes that show off the skills and interests you're most excited about.

**PROJECTS:** Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

**RECOMMENDATIONS:** Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

## Education

**University of California, Berkeley**  
Economics, B.A.  
2010 – 2014 (expected)



## Volunteer Experience & Causes

### **Big Buddy**

Skyline High School

September 2012 – May 2013 (9 months) | Education

Mentored an Oakland high school student through the college application process, helping him get into his dream school.

## Skills & Expertise

Most endorsed for...

12 Economics

11 Start-ups

10 Due Diligence

10 Venture Capital

10 Management



## Honors & Awards

### **The Achievement Award Program**

UC Berkeley

Four-year scholarship awarded to community-minded students with a proven track record of academic success.

## Courses

### **University of California, Berkeley**

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)

## Projects

### **Venture Capital Financing in India**

May 2013

For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members



**David Xiao**

Econ Major and Aspiring Financial Anal...



**Paul Smith**

Student at UC Berkeley

## **Recommendations**

Received (2) ▾

### **Venture Capital Internship**

Berkeley Ventures



**Tim Lee**

Partner

“David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed