|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | |  | | Profile Checklist | |  | |

# structure

|  |  |
| --- | --- |
|  | Is your profile logically organized? Neat? |
|  | Is the profile easy to read? Not too wordy? |
|  | **SUMMARY**: Is it professional? Does it describe what motivates you, what you’re skilled at, and what’s next? |
|  | **EXPERIENCE**: List jobs you have held, along with what you accomplished at each. You can include photos or videos from your work (remember to respect privacy and be sure to include only images/videos that you have permission to use). |
|  | **ORGANIZATIONS**: Have you been involved with any clubs or organizations either at school or outside of school? Be sure to describe what you did at each organization. Use strong action verbs. |

# CONTENT

|  |  |
| --- | --- |
|  | Is your profile up-to-date? Did you include your GHS certificate (2015)? |
|  | Do you outline some details about Skills and Expertise – at least 3 items. **HINT**: use those identified in your *Personal Skills Inventory* as well as skills developed through training such as Positive Space Level 1 and lynda.com courses. |
|  | Employment details:   * Highlight skills, experiences and achievements from each role. * Write accomplishment statements using: Action Verb + Duty + Result   **HINT**: Use the Action Verbs list provided to help you identify strong verbs that emphasize what you have done. |
|  | Match employment dates, titles and details to your resume. Keep both up-to-date at all times! |
|  | Post-secondary education ONLY. |

# STYLE & mechanics – **Perfection is the goal!**

|  |  |
| --- | --- |
|  | Word choice (action verbs?) |
|  | Sentence / paragraph development |
|  | Clear, concise language |
|  | Spelling |
|  | Grammar |
|  | Punctuation, capitalization |

# aesthetics

|  |  |
| --- | --- |
|  | **PHOTO**: It doesn’t have to be fancy! But, it does have to look somewhat professional! All you really need is a head/shoulders shot. You can ask someone to take a good one of you using your cellphone, but ensure you use a plain background. Avoid clutter in the photo! Wear a nice shirt and don’t forget to smile! |
|  | Is your profile uniquely appealing to an employer? Will it stand out in a crowd? |
|  | Is your profile and the photo professional in appearance? Is it appropriate for job-seeking? – **not** you at a keg party! Remember: this is NOT facebook! |

[Modified 2015 by Helen Bajorek-MacDonald from LinkedIn Student Checklist]