LinkedIn profile checklist

A tick-list for a student profile. Everything on it should be true and match your resume; use the prompts page to write the headline and About section.

NAME _____ DATE _____

BASICS

- [ ] Name as on my resume: [yes or no]
- [ ] Photo, if I choose to add one: [clear, recent, just me]
- [ ] Headline drafted from the prompts page: [yes or no]
- [ ] Location: [city, province]
- [ ] Custom profile URL: [linkedin.com/in/your-name]

SECTIONS

- [ ] About: three or four lines in my own words: [done]
- [ ] Education with program, school and expected date: [done]
- [ ] Experience: same titles and dates as my resume: [checked]
- [ ] Volunteer experience: [added]
- [ ] Skills: only ones I can show with an example: [list]
- [ ] Projects or featured work with links: [list]

BEFORE I MESSAGE ANYONE

- [ ] Settings: open to [co-op, part-time or graduate roles] from [month year]
- [ ] A short note for connection requests: [draft]
- [ ] Recommendations asked only from people who saw my work: [names]

Replace every [bracket] with your own words.

SOURCES (CHECKED 2026-11-26)

Check current details on the official page. https://www.jobbank.gc.ca/findajob/resources/write-good-resume (checked 2026-11-26)