

Udacity LinkedIn Checklist

Link to associated [LinkedIn Rubric](#)

General

- All spelling and grammar in my LinkedIn profile are correct.
- My LinkedIn profile avoids acronyms or language unlikely to be known to recruiters or require explanation.
- My LinkedIn profile does not include negative language.
- The language in my LinkedIn profile is correct and consistent: present tense for current duties, past tense for prior duties and accomplishments.
- I have made a custom URL for my profile to include elsewhere (e.g. in my resume).
- The permissions on my LinkedIn profile are set so that the contents of my profile are public and visible to a reviewer who is not connected to me. (For instructions on how to do this, click [here](#)).

Top Section (includes photo & professional headline)

- My LinkedIn profile includes a picture of my face in a professional setting.
- The headline of my LinkedIn profile uses only positive language (eg. I do not write “seeking employment” which conveys a *lack* of employment)
- My LinkedIn profile includes Contact Information. I have included at least my email and also my phone number (if I want to share that with my connections). I have verified the information is correct. I have filled in everything in the “Visible to everyone on LinkedIn” section that I wish to share.

Summary

- My LinkedIn profile summary briefly describes my work experience, applicable knowledge, and builds a narrative about me, including personal interests.
- My LinkedIn profile is written in first person or my own voice.
- My LinkedIn profile summary includes an impressive industry-specific achievement or honor (eg. Webby Awards for Front-End or the Netflix Prize for Data Analyst).
- My LinkedIn profile summary includes a link to a professional blog.

Projects

- My LinkedIn profile projects have links leading to the code or the project itself.
- My LinkedIn profile projects highlight my specific contributions.
- My LinkedIn profile projects list the best/most relevant project first.
- The formatting for my LinkedIn projects is consistent.
- Each of my LinkedIn profile project descriptions include proof that it is being used or is worthy of other “bragging rights.”

Feel like your background doesn't match these recommendations? We're happy to give advice; email career-support@udacity.com

Education

- My LinkedIn profile education section is listed in reverse chronological order, especially showcasing any big name universities.
- My Nanodegree is listed as either Education or Certification, but not both.

Experience

- The accomplishments listed in my LinkedIn profile are quantified (team size, value added).
- The impact of my contribution is noted and is quantified if possible. My experience answers the question, "What did I do and why did it matter?"
- My LinkedIn profile experience section uses keywords (a good source is LinkedIn itself: in your profile, click on the "More" tab. Search for a type of skill or description. You will see related skills, which you can use as keywords).
- I do not use full sentences in my LinkedIn profile experience section (information is kept short) and the format is kept consistent.

Skills

- My LinkedIn profile includes a list of skills which are gained from my past experience and which are relevant to the job I wish to have.

Connections/Network

- My LinkedIn profile has at least 50 connections, ideally from Udacity, previous places of employment/education and personal contacts.
- My LinkedIn profile demonstrates that I have joined relevant groups to the position/industry I wish to join.

Review

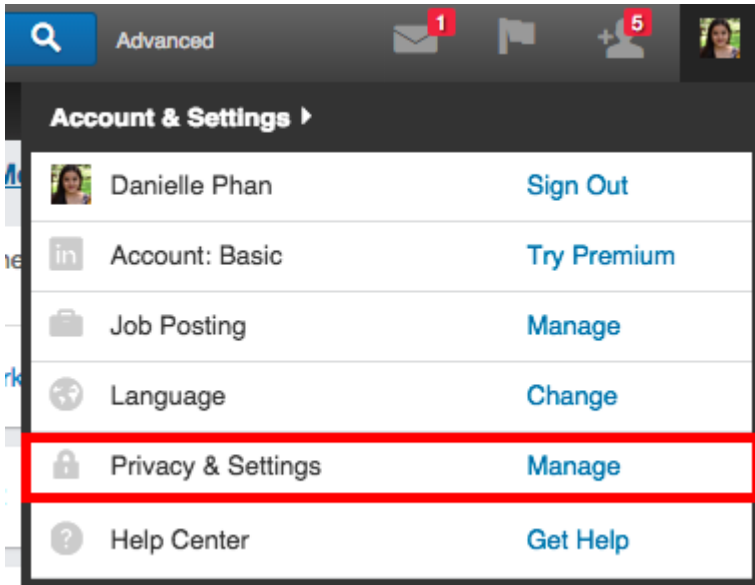
- I am prepared to answer questions in an interview about any part of my LinkedIn profile.
- I have not listed technologies, processes, concepts that I am not fluent in, lied, or otherwise twisted the truth on my LinkedIn profile.
- I have shown my LinkedIn profile to three other people (preferably professionals) for feedback.

Appendix:

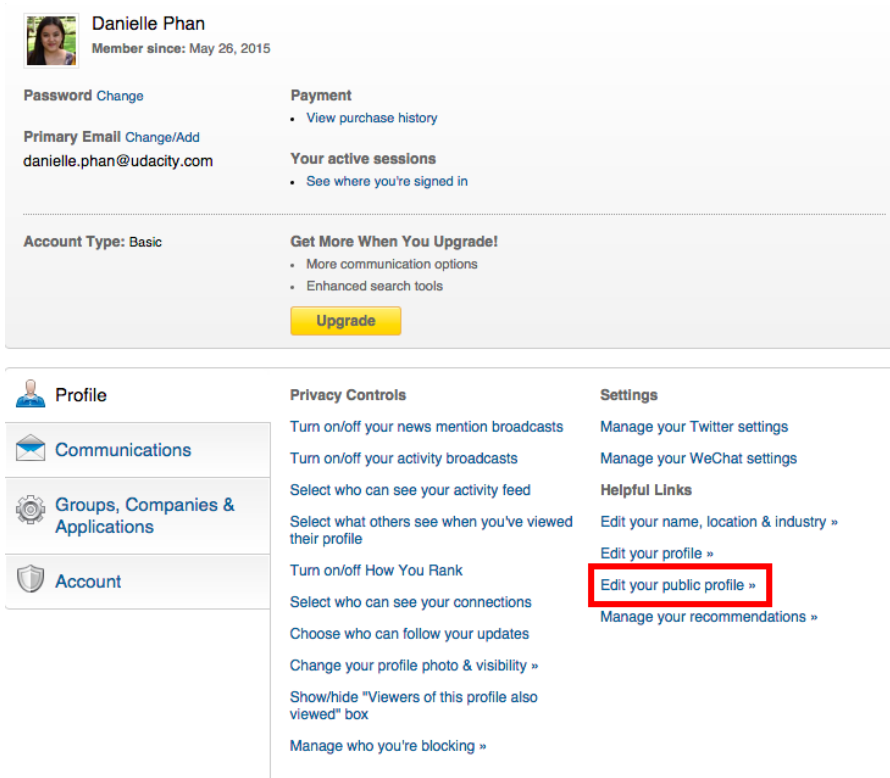
How to change your LinkedIn permissions to public:

1. In the top right corner of the LinkedIn home page, you will find a link to manage your privacy and settings:

Feel like your background doesn't match these recommendations? We're happy to give advice; email career-support@udacity.com




2. Manage your public profile



3. Make my profile visible to everyone.

Feel like your background doesn't match these recommendations? We're happy to give advice; email career-support@udacity.com

Public Profile



Danielle Phan 37 connections

Career Team Intern at Udacity
San Francisco Bay Area

Current **Udacity**

Previous **Brown Refugee Youth Tutoring and Enrichment (BRYTE), Seva Mandir, Brown Refugee Youth Tutoring and Enrichment Summer Camp**

Education **Brown University**

Summary

Senior at Brown University studying International Relations and US History, with experience in local community work, education technology, and international development, and an interest in education policy and reform.

Your public profile URL

Enhance your personal brand by creating a custom URL for your LinkedIn public profile.

www.linkedin.com/in/daniellephan

Customize Your Public Profile

Control how you appear when people search for you on Google, Yahoo!, Bing, etc.
[Learn more](#)

Make my public profile visible to no one


Make my public profile visible to everyone

- Basics
- Picture
- Headline
- Summary
- Current Positions
 - Details
- Past Positions
 - Details
- Education
 - Details
- Languages

Experience

Career Team
Udacity
May 2015 – Present (2 months) | Mountain View, CA

Head Coordinator
Brown Refugee Youth Tutoring and Enrichment (BRYTE)



Feel like your background doesn't match these recommendations? We're happy to give advice; email career-support@udacity.com