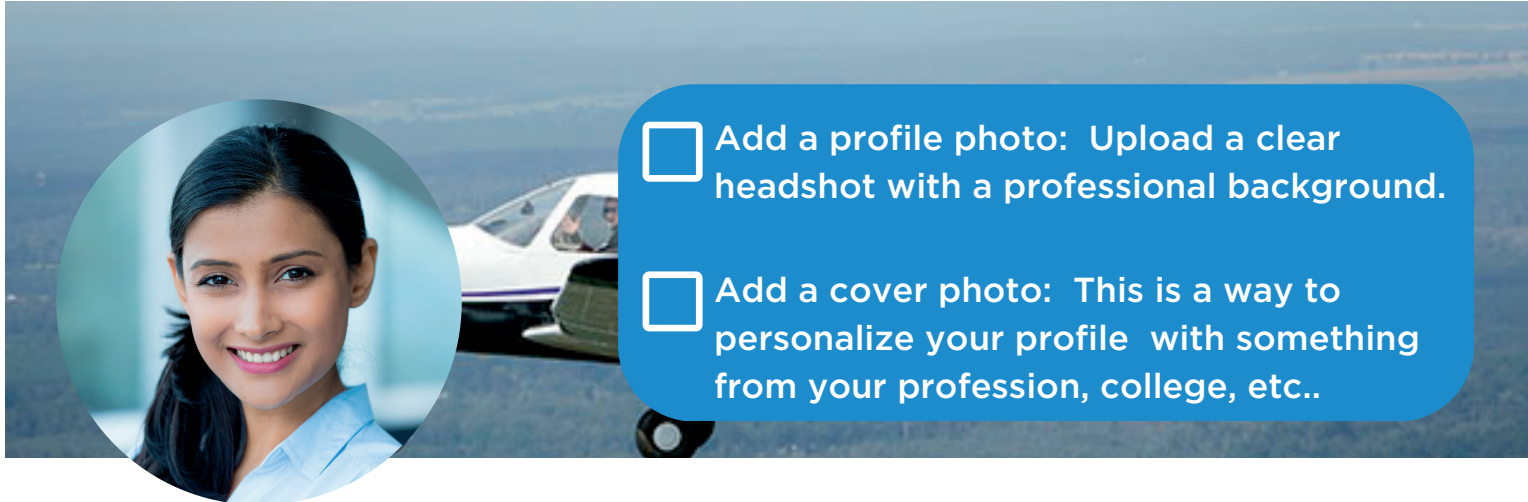




LinkedIn Profile Checklist

All majors can benefit from having a LinkedIn profile. In addition to professional job listings, LinkedIn is the largest network of professionals gathering in one place to stay connected. By using the LinkedIn Alumni Tool, you can search for and connect with MGA Alumni who are in your field. Before you begin adding connections and applying for jobs, you want your profile to be complete. Use the checklist below to make your profile stand out for your industry.

- Customize your public profile URL:** You can use this link on your resume or in your email signature once your profile is fully built.



- Add a profile photo:** Upload a clear headshot with a professional background.
- Add a cover photo:** This is a way to personalize your profile with something from your profession, college, etc..

Ima Knight

B.S. | Flight | Private Pilot | Instrument Rating @ Middle Georgia State University
Macon, Georgia, United States [Contact Info](#)

200+Connections



- Update your header:** Recruiters use keywords found in headers to find potential candidates for internships and jobs. It defaults to your current job so be sure to update to reflect your future job title.
- Build your network:** The more contacts you have, the more credible you will be as a potential contact. However, quality connections matter. Connect with fellow students, faculty, supervisors, alumni, and other professionals that you meet.

About

Flight student graduating in December 2023 with B.S. in Aviation Science & Management. 200 flight hours toward a commercial pilot license. Private pilot license and instrument rating. Two years experience in dispatch.



Utilize your About section: This section provides additional space to use key words to show up in a recruiter's search. Include the following in your summer: your status (i.e. student, upcoming graduate), your passion, your experience, and your aspirations. Make the first 210 characters count because that is what someone will see before clicking "Read more."

Experience



**Student Assistant, Office of the Dean
Middle Georgia State University**

August 2021 - present - 2 mos

Eastman, Georgia, United States

Interact with a diverse group of visitors to the School of Aviation. Provide assistance and customer service to university, aviation, and state officials during tours. Follow and implement FAA guidelines for visitors.



Include all relevant experience: Take advantage of the features LinkedIn has that make your profile different from your resume. Unlike a resume, you are not limited to 1 page. You can add photos, video, links, and other elements that highlight your work, if relevant. Always add descriptions to show skills and experience.



Add Education: List all educational institutions, including special programs, you have attended so that you can easily connect with people you knew or want to know. While you would not include high school on your resume, you can include it on your profile.



Add Projects & Courses. Use this as a way to reinforce the skills and keywords you included in your header and summary.

Skills

Communication

Teamwork

Critical Thinking

Ethical Decision Making



List Skills to gain Endorsements: Start adding at least 5 key skills so your connections can endorse you. Endorsing your colleagues is a great way to get endorsements in return.



Endorsed by 5 colleagues at Middle Georgia State University

Add additional areas such as Organizations, Honors, Awards. Don't forget to search and follow groups and companies related to your interests.

Recommendations: Once your profile is built and you have added connections, ask someone who knows your work ethic to write a recommendation. Recommendations appear on your profile.