**ENGL 301 LinkedIn Profile Peer Review Template —by Jie Su**

**First Impressions**

* Does the profile complete most of the sections? Especially four main sections.
	+ Summary
	+ Work Experience
	+ Education
	+ Volunteer
* Does the profile display content in a consistent format?
* Does the profile make the recruiter know exactly the job position the author is seeking for?

**Profile Photo**

* Does the profile photo look professional?
* Is the ratio of the face to the whole size appropriate at about 60%?

**Headline**

* Does the headline briefly describe the author’s status?
* Does the headline consist with the career plan or career interest?

**Summary**

* Does the summary clearly describe the author's personality and experiences?
* Does the summary contain the highlight skills as a great beginning?

**Work**

* Does this section maintain a chronological list ?
* Does the work experience put at the top have the most convincing skill experience related to career plan?
* Does the experience include a short description of each experience?
* Does each experience have a quantitative outcome to sum up the job description and all of them maintain this same format to keep them consistent?
* Does each of the experiences have the achievements or outcomes using a format of bullet points to make them organized?

**Education**

* Does the education clearly indicate the author's school, major and graduation year?
* It is better to have completed courses as complement but not a must.

**Volunteer**

* Does this section have the job titles and the volunteering period?

**Skills/accomplishments**

* Does this section list skills or certificates?
* Has the author got any endorsements or recommendations from working or social relations?

**Conclusion**

* Summary of great parts that the author should keep.
* Summary of the suggestions to provide to the author.