

LinkedIn Peer Review Template

To: [name] , [name] Team Teammate

From: [name] , [name] Team Writer

Date:

Subject: Peer Review of Your LinkedIn Profile

Opening Message:

First Impressions

- What are your immediate thoughts?
- Comment on professionalism, what you have observed when you first saw the profile?

Headline & Photo

- Is there a photo? Is the profile photo professional and informative of the person?
- Does the headline convey the individual's most updated position and job location?
- What are some suggestions for future improvements?

About

- Does this section summarize the individual's career life including education, job or volunteer experiences and characteristics?
- Is the writing concise or includes too much detail?
- What are some suggestions for future improvements?

Work Experience

- Do all the work experiences include a job title, work location and date?
- Do all work experiences include a small description of what the individual did / does?
- Are work experiences listed chronologically?
- What are some suggestions for future improvements?

Education

- Is the individual's most recent education level included?
- Is the faculty and major stated?
- Does it show the dates the individual will be in that institution?
- What are some suggestions for future improvements?

Licenses & Certifications

- Does the individual include any licenses and certifications related to the future employer?
- Do the licenses and certifications include the date it was received and its expiration date

- Are the licenses and certificates listed chronologically?
- What are some suggestions for future improvements?

Volunteer Experience

- Do all the volunteer experiences include a job title, work location and date?
- Do all the volunteer experiences include a small description of what the individual did / does?
- Are the volunteer experiences listed chronologically?
- What are some suggestions for future improvements?

Skills, Accomplishment and Interests

- Does the individual have skills that are relevant for future employers?
- Does the individual include a description of their skills or accomplishments
- Did the individual list any interests?
- Are the interests related to their work experiences?
- What are some suggestions for future improvements?

Grammar, Punctuation, Writing Style

- Does the whole profile use and maintain a professional tone?
- Are there any grammar mistakes?
- Are there punctuation errors?
- What are some suggestions for future improvements?

Concluding Comments

- What are some overall strengths and weaknesses observed
- What are the key suggestions based on all of the aspects of their LinkedIn profile
- Any final thoughts?