

# LinkedIn Profile Review Template

**Reviewer:**

**Reviewee:**

**Date:**

**First Impressions and Completion of Profile:** Write a paragraph on the completeness of their LinkedIn profile (includes all elements such as: Profile photo, Summary, Experiences, Education, Skills, Accomplishments), and the initial impressions.

- Profile Picture, Cover Photo and Headline:
  - o Is the profile picture good quality and show professionalism?
  - o Does their profile include a cover photo?
  - o Does their headline quickly identify their occupation?
  - o Do they include extra aspects such as blogs, projects, or media?
- Completeness of Profile
  - o Does their profile include all aspects of a complete LinkedIn profile?

**Summary:** Write a paragraph reviewing your partner's summary, answering the following questions:

- Does their summary show both friendliness and professionalism?
- Are you able to get a clear idea of your partner's goals?
- Is the summary concise and engaging?
- Does the summary have any grammatical or technical errors?

**Experience/Volunteer Experience:** Analyze your partner's experience and volunteer experience, particularly:

- Are their experiences/volunteer experiences consistently organized?
- Are experiences accompanied by descriptions?
- Do they mention the skills they've learned at these positions?

**Education/Skills/Accomplishments:** Assess the education, skills, accomplishments section, evaluating:

- Education:
  - o Are there short descriptions associated with each institution?
- Skills:
  - o Is there an appropriate amount of skills listed?
  - o Are these skills relevant to the experiences listed above?
  - o Are the skills organized in an appropriate manner?
- Accomplishments
  - o Are descriptions of accomplishments included?
  - o Are they organized in a coherent way?

**Style, Tone, Technical Errors:** Review the profile overall, looking for grammatical inconsistencies or awkward sentence structure:

- Are there any odd sentence structure/grammatical errors?

- Is the overall tone of the profile professional and showcase the author's personality?
- Are technical and field specific terms used?
- If there any suggestions, include a bulleted list

**Final Comments**

- Any final commentary on the profile
- Summarize any suggestions

**Profile URL:**