

To: <insert name and title here>
From: <insert name and title here>
Date: <insert date here>
Subject: Peer Review of LinkedIn Profile

Include a one or two sentence introduction here.

Initial Impressions:

- Provide a brief description of your initial impressions of the profile.

Quality and Appropriateness of Profile Photo:

- Is the picture clear, professional and does the head take up the majority of the space?

Effectiveness of Summary:

- How well does the summary convey a story and highlight the strengths of the individual?

Consideration of Audience:

- What is the tone like? Put yourself in the shoes of a potential employer and imagine what their reaction would be.

Use of Keywords:

- Are experiences supported with keywords to show what has been learned from an experience and how it would transfer to a potential employer?

Education:

- Education should be listed in a short and concise manor. Details should be listed if there is something exceptional to share.

Skills/Accomplishments:

- Do the skills and/or accomplishments add to the story of the user?

Grammar and Punctuation:

- Are there any grammar or punctuation mistakes? Do they detract from the meaning of a sentence?

Concluding Comments:

- Provide a brief overview of things that were done well and areas that could be improved.

Thank you for the enjoyable read and I hope you found this helpful. Please let me know if you have any questions or concerns.

Profile Link: <insert link here>

Template Link: <insert link here>